

WELCOME TO TRAINING



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JDE BASICS

JDE Facts

- JDE has over 6000 tables
- All data lives in a table
- Financial data is NOT in one table
(nor is Sales, HR, Payroll, Manufacturing, etc.)
- JDE has over 13,000 business views that join data from multiple tables (you can create your own in DAS)
- JD Edwards reports and applications access JDE data via a business view
- A table will contain all the columns in the table
- A business view might contain more than one table or only have 50 of the 200 columns from a table

Accounts Payable data is not in one table!

F0411

Voucher Detail

- Voucher #
(doc #)
- Voucher Type
(doc type)
- Supplier #
- Gross Amount
- GL Date
- Voucher Date
- Due Date
- Pay Status

F0413

Payment Header

- Payment #
- Gross
Payment
Amount
- Payee #

F0414

Payment Detail

- Payment #
- Voucher #'s
Paid
- Voucher
Amounts

Data Dictionary

| | A | B | C | D | E | F | G | H | I | J |
|----|----|----|-------|---------------|----------|------|--------------------------|----------------|----------------|----------------|
| 1 | | | | | | | | | | |
| | FY | LT | Co | Business Unit | Obj Acct | Sub | Beg Balance/ PYE Forward | Net Posting 01 | Net Posting 02 | Net Posting 03 |
| 2 | 4 | AA | 00001 | 1 | 1110 | BEAR | 871,350.00 | 0.00 | 0.00 | 0.00 |
| 3 | 5 | AA | 00001 | 1 | 1110 | BEAR | 1,474,767.00 | 0.00 | -19,666.00 | 0.00 |
| 4 | 5 | CA | 00001 | 1 | 1110 | BEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 6 | AA | 00001 | 1 | 1110 | BEAR | 1,096,117.05 | 0.00 | 0.00 | 0.00 |
| 6 | 6 | CA | 00001 | 1 | 1110 | BEAR | 34,650.00 | 0.00 | 0.00 | 0.00 |
| 7 | 7 | AA | 00001 | 1 | 1110 | BEAR | 996,117.05 | 0.00 | 0.00 | 0.00 |
| 8 | 7 | CA | 00001 | 1 | 1110 | BEAR | 34,650.00 | 0.00 | 0.00 | 0.00 |
| 9 | 8 | AA | 00001 | 1 | 1110 | BEAR | 996,117.05 | 0.00 | 0.00 | 0.00 |
| 10 | 8 | CA | 00001 | 1 | 1110 | BEAR | 34,650.00 | 0.00 | 0.00 | 0.00 |
| 11 | 5 | AA | 00001 | 1 | 1110 | BEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 6 | AA | 00001 | 1 | 1110 | BEAR | -20,000.00 | 0.00 | 0.00 | 0.00 |
| 13 | 5 | AA | 00001 | 1 | 1105 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | 5 | AA | 00001 | 1 | 1105 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | 6 | AA | 00001 | 1 | 1105 | | -125.00 | 0.00 | 0.00 | 0.00 |
| 16 | 6 | AA | 00001 | 1 | 1105 | | 55.83 | 0.00 | 0.00 | 0.00 |
| 17 | 7 | AA | 00001 | 1 | 1105 | | -125.00 | 0.00 | 0.00 | 0.00 |
| 18 | 7 | AA | 00001 | 1 | 1105 | | 55.83 | 0.00 | 0.00 | 0.00 |
| 19 | 8 | AA | 00001 | 1 | 1105 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 | 8 | AA | 00001 | 1 | 1105 | | 55.83 | 0.00 | 0.00 | 0.00 |

Business View

Report

[illegible]

JDE Naming Convention

A BB CC

A = Type of Object

BB = System Code

CC = Type of file

Putting it together...**F4311** – PO Detail

F4101 – Item Master

F0902 – GL Balances

JDE Naming Convention

A JDE objects start with a letter defining the type of Object:

- F = Table/File
(where the data is stored)
- V = Business View
(pre-defined columns from one or more tables - gets data from tables)
- P = Application/Program
(interactive program that displays data or allows data entry)
- W = Form/Screen
(specific screen within an application)
- R = Report (batch application)

BB Sample system codes:

- 03B = Accounts Receivable (E1)
- 04 = Accounts Payable
- 06 = Human Resources
- 07 = Payroll
- 09 = General Ledger
- 12 = Fixed Assets
- 41 = Inventory
- 42 = Sales Order
- 43 = Purchasing/ Procurement
- 48 = Work Orders

CC After the system code come more numbers. They may be one of the following...

01 = Master

02 = Balances

11 = Detail

What's in a Table or Business View?

- To see what columns are available in a table
 - Open the table using JDE Data
 - Get Sample Data, scroll to see columns
 - OR click Design, Columns, review list
- To see what tables and columns are in a business view
 - Open the business view
 - Click Design, Table Joins
 - Review the tabs for tables, joins and columns
 - Remember you can add additional columns or tables.

COMMONLY USED TABLES

Finance

- F0911 – General Ledger Detail
- F0902 – Account Balances
- F0901 – Chart of Accounts
& Account Cat Codes
- F0006 – BU Category Codes
- F0010 – Companies
- F0008 – Date Patterns
- F0012 – AAls
- F0011 – Batch Header
- F0411 – A/P Detail
- F0413 – Payment Header
- F0414 – Payment Detail
- F0401 – Supplier Master
- F03B11 – A/R Detail (E1)
- F0311 – A/R Detail (World)
- F03B13 – Receipts Header
- F03B14 – Receipts Detail
- F03012 – Customer Master
- F1201 – Fixed Asset Master
- F1204 – Location Tracking
- F1202 – Equipment
& Asset Account Balances
- F1212 – Parent History
- F1205 – License Master
- F1207 – Maintenance Schedule
- F5108 – Job Master
- F1501 – Lease Master
- F15017 – Lease Master Detail
- F1501B – Lease Master Header
- F1507 – Unit Master
- F1514 – Area Master

Supply Chain & Manufacturing

- F4301 – Purchase Order Header
- F4311 – Purchase Order Detail
- F43121 – Purchase Order Receiver
- F4101 – Inventory Master
- F4111 – Inventory Transaction Detail
- F4102 – Item B/P Master
- F41021 – Location Master
- F4105 – Item Cost Ledger
- F41113 – Lot Ledger
- F4201 – Sales Order Header
- F4211 – Sales Order Detail
- F42119 – Sales Order History
- F4229 – Sales Order Summary
- F4801 – Work Order Master
- F4802 – Work Order Instructions
- F30006 – Work Center Master
- F30008 – Work Center Rates
- F3102 – Production Costs
- F3111 – Work Order Parts List
- F3112 – Work Order Routing
- F3002 – Bill of Material Master
- F3003 – Routing Master
- F31122 – Work Order Time Transactions
- F1207 – Maintenance Schedule Master
- F13411 – PM Projections
- F1383 – Equipment Analysis Costs

HR & Payroll

- F060116 – Employee Master
- F060120 – Employee Master Additional Information
- F0101 – Address Book Master
- F0115 – Phone Number
- F0116 – Physical Address
- F0111 – Who's Who
- F01151 – Email Address
- F0719 – DBA Transaction
- F0618 – Timecard Transactions
- F08330 – Benefits Enrollment
- F06106 – Employee DBA Instructions
- F06116 – Employee Current Timecards
- F06116Z1 – Employee Batch Timecards
- F0709 – One Time Overrides
- F08001 – Job Information
- F08101 – Position Master
- F08102 – Requisition Master
- F06166 – Tax Detail History
- F06156 – Payment History
- F08042 – HR History
- F00092 – Supplemental Data

DAS BASICS

DAS Facts

- DAS uses your JDE Sign On and Password
- DAS displays real-time JDE live data
(if you enter a JE it immediately displays once you refresh your layout)
- You cannot update any JDE data with DAS
- Once you build a report it is immediately ready to share and use. No waiting!
- Uses JDE security
- Security settings can be added within DAS

DAS Terminology

- ReportsNow – the company that makes DAS
- DAS – Data Access Studio
- Layout – the design, specification, object that produces the report
- Report – the output of a layout with real JDE data
- Designer – a full DAS license with the ability to design and publish layouts
- Subscriber – a limited DAS license with the ability to run a published layout
- Administrator – an identified support person who sets user IDs, security, creates folders

DAS RULES

- Columnar Logic
- Calculations always create a new column
- Only two kinds of columns: Data & Calculated
 - Filtering on Data columns improves performance; filtering on Calculated columns is for display only
- It's all about FOCUS
 - Column Header – right click to work with the column
 - Filter Box – to limit the data; 3 Dots & Filter Assistant
 - Row – working with grouping levels

THE ART OF DAS

DAS report writing is an art. It is the art of playing with raw data, thinking through the heart of the objective and combining the calculations into a masterpiece.

- Calculations – conditionals, table look-up, relative period
- Table Joins – size of files, many to many, how many travels
- Trends – aging, organized dates, rolling or month, year
- Bursting – use one report to drive another reporting output

DAS HOME PAGE

DAS Home Page

The screenshot shows the DAS Home Page interface. At the top, the 'REPORTSNOW' logo is on the left, and links for 'User Manual' and 'Training' are on the right. The main content area is divided into several sections: 'New Report' (By Table Join), 'My Reports' (listing saved reports like 'mlcc practice 3 - F0911'), 'Published Reports' (listing reports like 'test pub pti'), 'JDE Data', and 'Non-JDE Data'. On the right, there is a search bar with 'Account' entered, and a list of templates categorized into 'Financials Templates', 'Payroll Templates', and 'JDE Applications'. Callouts provide detailed explanations for these features.

REPORTSNOW

Access to online user manual

Access to online video tutorials

User Manual Training

Create a New Report starting with a table through a table join

New Report
By Table Join

My Reports
Layouts you have written and saved
mlcc practice 3 - F0911
MLCC Practice join 2 - DASVIEW
Balance sheet 3/29/2011 - DASVIEW
mlcc example - DASVIEW

Published Reports
Access reports published to you
test pub pti
test publish

JDE Data

Non-JDE Data
Direct access to JDE data (tables) and Non-JDE Data through an ODBC connection

Account

Hide templates

Financials Templates

Account Totals by Customer/Supp

G/L Detail by Account

General Journal by Account

Payroll Templates

Pay Check History By Bank Account

Payroll AAI Detail

JDE Applications

Copy Accounts to Business Units (P0030A W09804E) V0006D

Financial Account Level of Detail Row (P91430 W91430A) V0006G

General Accounting Constants (P0030A W0030AC) V0030A

Accounts Payable Constants (P0030A W0030AD) V0030A

Accounts Receivable Constants (P0030A W0030AE) V0030A

Work With Automatic Accounting (P0030A W0030AF) V0030A

Set Up Bank Accounts By Address (P0030A W0030AG) V0030A

Set Up Multiple Vendor Bank Accounts (P0030A W0030AH) V0030A

Work With Bank Accounts By Address (P0030A W0030AI) V0030A

Search (Google-Like)

Reporting Templates available with subscription

Getting Assistance

Launches the online ReportsNow manual.

Help



Contents...

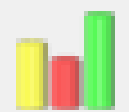
Turn DAS Log On

Open DAS Log

Report an Issue

Import License

About Data Access Studio...



To turn on the DAS Log click the link, then click Open DAS Log to read the log in the DAS – Notepad. After you are done click Turn DAS Log Off

Use to launch email to support@reportsnow.com

Click to import a DAS license. A browser will open for you to locate and open the folder.

Locate version, environment, user, and date format information

Search (Google-Like)

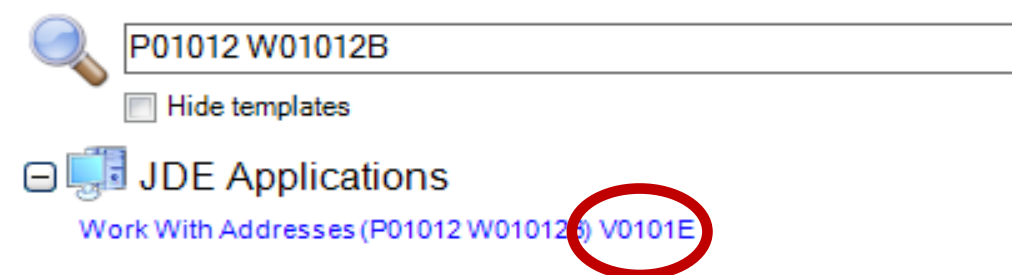
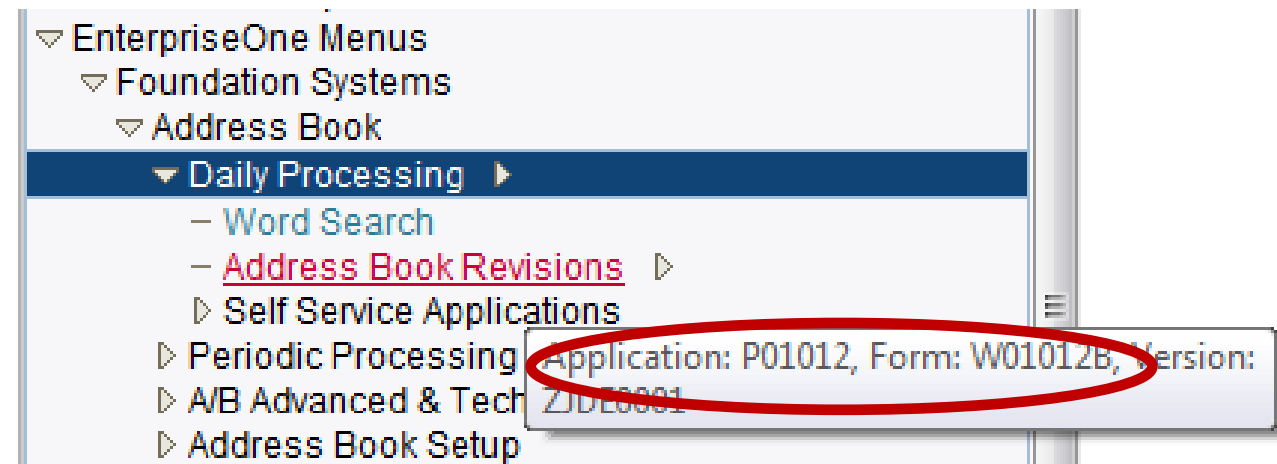


- Use when you don't know the Table or the Business View
- Fill in known information such as the table name, the application name, key words
- Collapse sections by double clicking on the section header (Applications, Tables, etc.) or by clicking the plus/minus sign
- To open double click on the selection, note you are opening the business view or table not the report, application, etc.


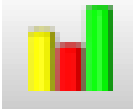
Note this works off of multiple JDE sources and must be regenerated if custom tables are created for your system.

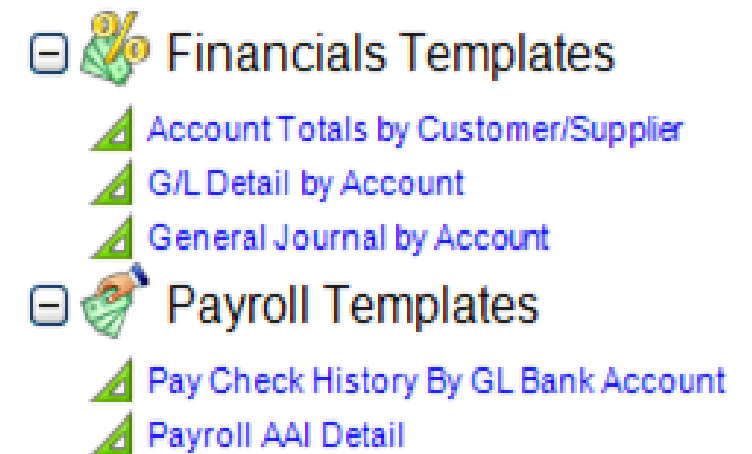
But I know where it is in JDE...

- In EnterpriseOne, hover over the JDE application that contains the data
- Record Application (P _____) and the name of the Form (W_____)
- In the DAS Search fill in the Application and Form numbers
- The Business View (V _____) will be at the end of the name
- Double click on the line to Open the business view and it should contain the fields you found on the JDE application.



Templates

- Templates are automatically visible via the home page search, hide by checking the Hide Templates box
- To access you must have a template license. To inquire email support@reportsnow.com
- All templates have directions on how to use and customize located under View, How To Use
- Upon purchase all 150+ templates are owned along with all new templates as they are added
- When you open a template it automatically places a copy in your My Reports
- Templates with  are standard DAS reports
 have Excel embedded in the report



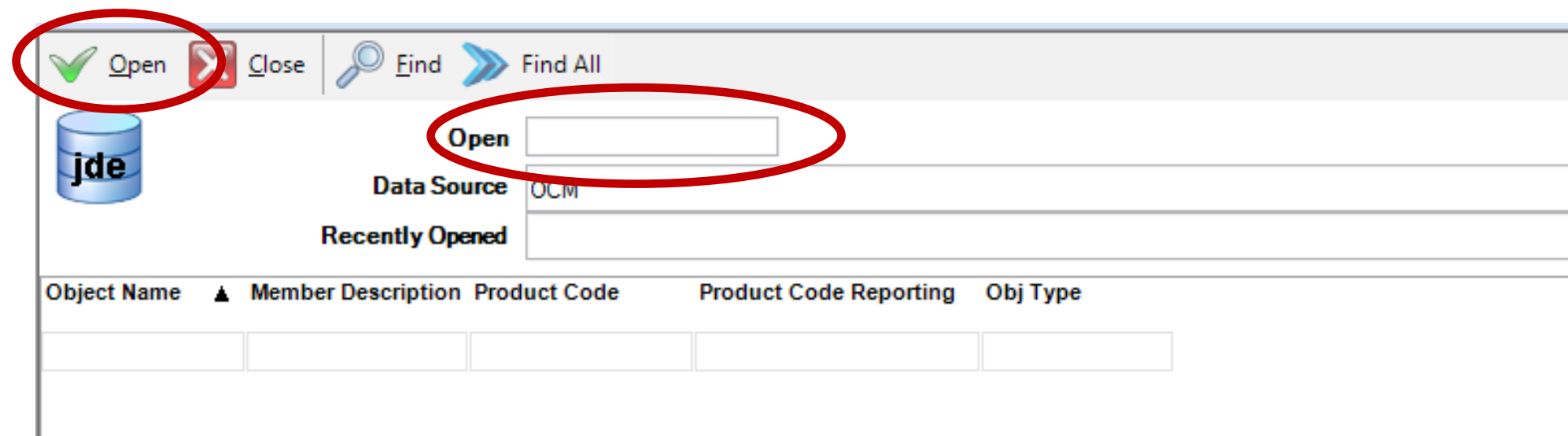
CREATE A BASIC LAYOUT

Basic Layout Actions

- Open a Table or Business View
- Sample Data
- Hide/Show columns
- Rearrange columns
- Sort
- Associated Description
- Rename columns
- Filter
- Save Layout
- Design Notes

Open a Table or Business View

- If you know the table or business view you want to open
- Click on JDE Data on the home page or in the toolbar
- Fill in Open with the business view or table name
- Click Open



The screenshot shows the JDE Data interface. At the top, there is a toolbar with buttons for 'Open' (a green checkmark icon), 'Close' (a red X icon), 'Find' (a magnifying glass icon), and 'Find All' (a blue double arrow icon). Below the toolbar, there is a section with a blue database icon labeled 'jde'. To the right of the icon, there is an 'Open' button and an input field. The 'Open' button and the input field are circled in red. Below the 'Open' button, there is a 'Data Source' field with the value 'OCM'. Below the 'Data Source' field, there is a 'Recently Opened' field. At the bottom, there is a table with the following columns: 'Object Name', 'Member Description', 'Product Code', 'Product Code Reporting', and 'Obj Type'. The table has one row with empty input fields for each column.

- If you click Find or hit enter on your keyboard look for your selection in the grid, highlight and click Open

Adding Data to your Report



Run Report



Get Sample Data



Get More Data



Refresh

- Running a report does a full run of the report on the database
- Sample Data shows the first 100 rows
- Get More Data brings in an additional 100 rows
- Refresh updates calculations within the current report

Sample Data vs. Run Report

Run



*Progress Bar
for completed
report.*

| | | | | | | | |
|--|--------|---------|-------|-------------|------------|----------|------------|
| Harris Medical Center For the Year 2000 | | | | | | | |
| | Charge | Revenue | Costs | Net Revenue | Net Profit | Net Loss | Net Change |
| Jan | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Feb | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Mar | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Apr | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| May | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jun | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jul | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Aug | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Sep | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Oct | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Nov | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Dec | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Totals for the Year 2000 | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |
| Totals for Provider | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |

| Harris Medical Center For the Year 2000 | | | | | | | |
| | Charge | Revenue | Costs | Net Revenue | Net Profit | Net Loss | Net Change |
| Jan | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Feb | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Mar | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Apr | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| May | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jun | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jul | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Aug | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Sep | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Oct | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Nov | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Dec | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Totals for the Year 2000 | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |
| Totals for Provider | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |
| Harris Medical Center For the Year 2000 | | | | | | | |
| | Charge | Revenue | Costs | Net Revenue | Net Profit | Net Loss | Net Change |
| Jan | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Feb | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Mar | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Apr | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| May | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jun | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jul | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Aug | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Sep | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Oct | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Nov | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Dec | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Totals for the Year 2000 | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |
| Totals for Provider | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |
| Harris Medical Center For the Year 2000 | | | | | | | |
| | Charge | Revenue | Costs | Net Revenue | Net Profit | Net Loss | Net Change |
| Jan | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Feb | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Mar | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Apr | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| May | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jun | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Jul | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Aug | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Sep | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Oct | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Nov | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Dec | 1000 | 1000 | 1000 | 0 | 0 | 0 | 0 |
| Totals for the Year 2000 | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |
| Totals for Provider | 12000 | 12000 | 12000 | 0 | 0 | 0 | 0 |

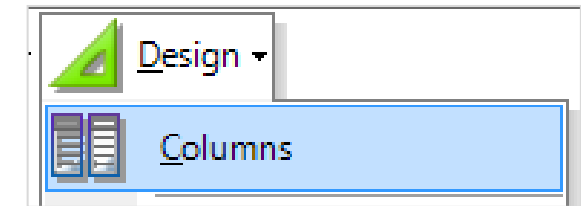
Sample Data:
100 Records
Partially Loaded

Get More Data:
100 More Records
Partially Loaded

Records partially loaded

*Progress Bar
for partially run
report.*

Working with Columns



Add / Show Columns:

- To add columns to your report click Design, Columns. Click the checkboxes for columns to be visible in the report and click OK.
- The Hide and Show Columns window can also be opened from the top Design menu or off of the right click of a column.
- Note you can also multi-select desired columns, right click, Show Only Columns; all other columns will be hidden.

Hide Columns:

- To hide column(s) in a report right click the column(s) and select Hide Column(s).

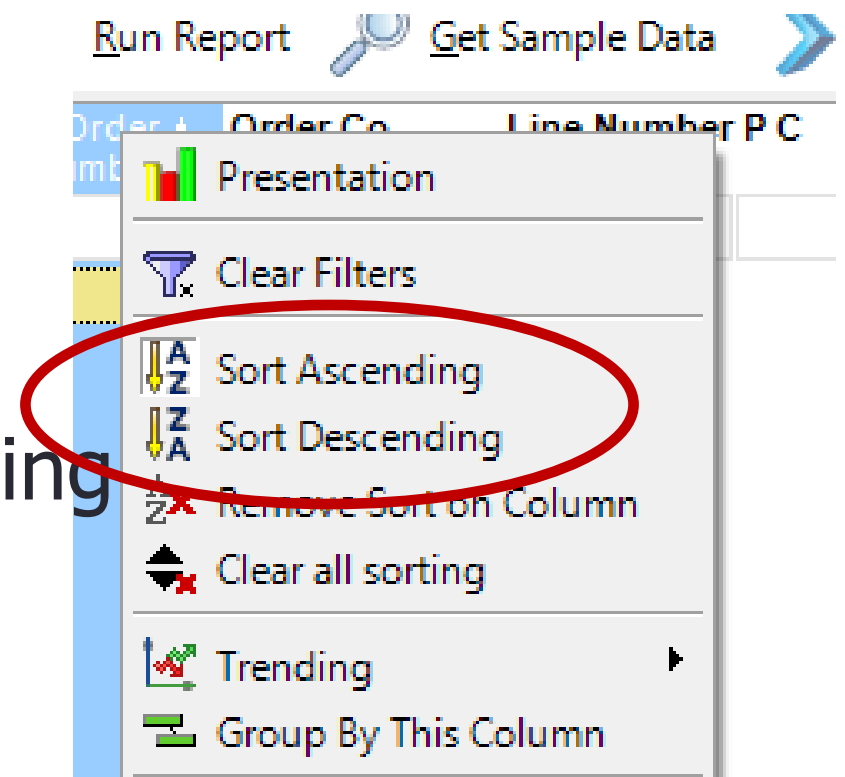
Rearrange & Sort Columns

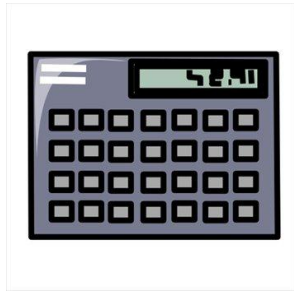
Rearrange Columns:

- To reorder columns in a report drag and drop the column to its desired location. Multiple columns can be moved by using Ctrl or Shift when selecting the columns.
- Note if the report is grouped (there are plus signs next to rows) then you cannot move a column to the left of that grouping.

Sort Columns:

- To sort the layout by a column, right click on the column header and select Sort Ascending or Descending
- Multiple sort orders can be applied by holding your control key when applying each sort, complete in order desired
- Remember grouping can override you sort





Associated Descriptions

- There are often columns in your report that you want the description for such as Address Book, Business Unit, Item Number, etc. You can get the description for these columns by double clicking on the column header. This will create a new calculated column with the description called an Associated Description.
- Rename any column by clicking on the column header, right click, select Rename. Fill in new column name and click OK.

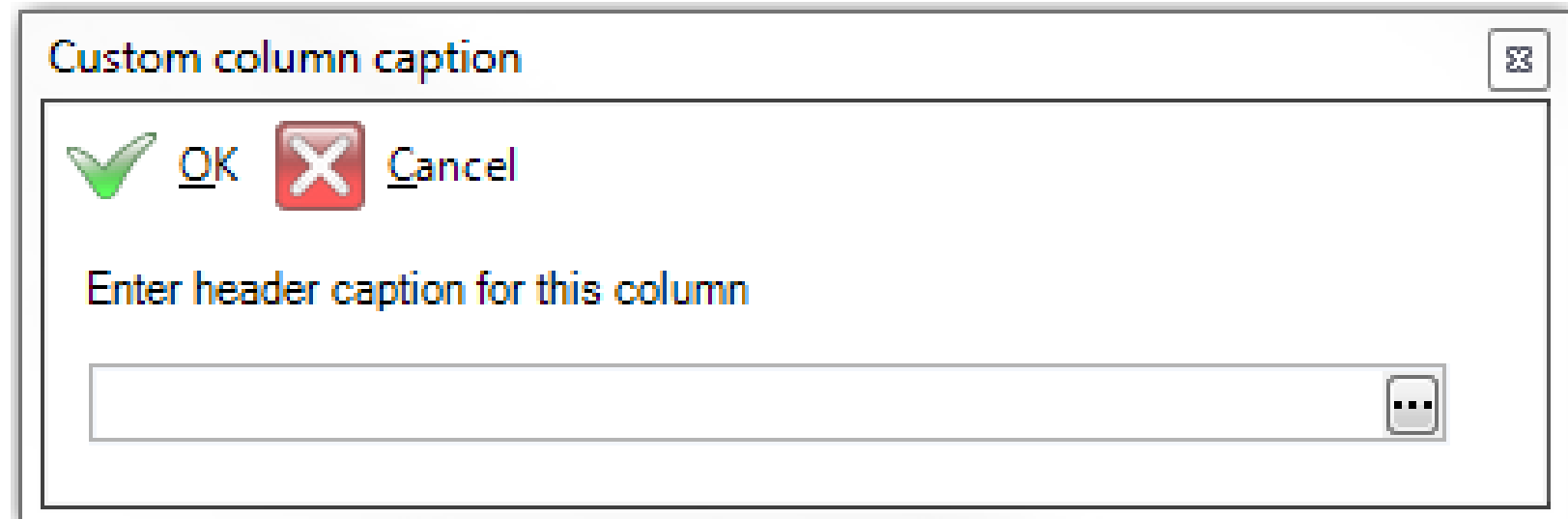
Custom column caption

✓ OK ✗ Cancel

Enter header caption for this column



Rename Columns

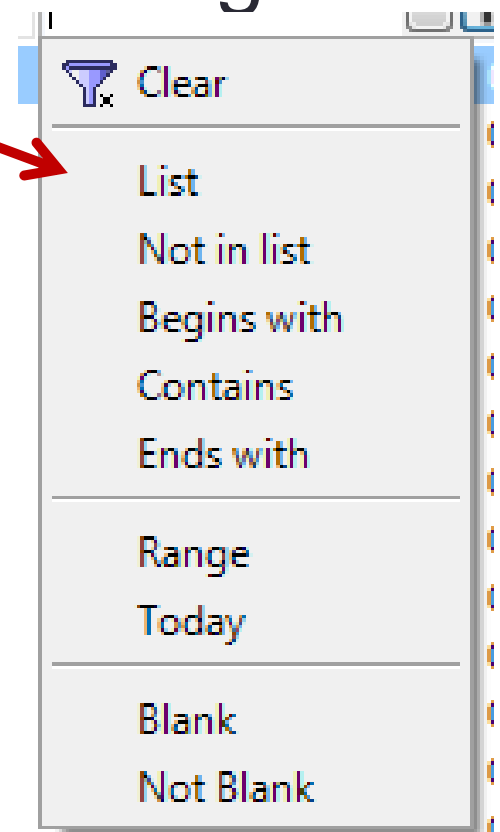
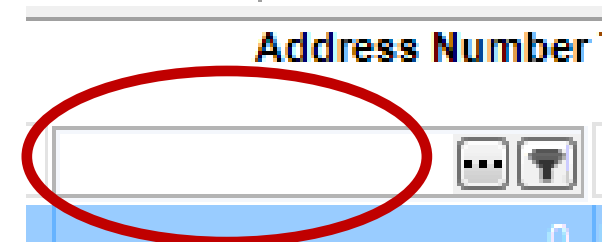
- Rename any column by clicking on the column header
- Right click, select Rename
- Fill in new column name
Use 'three dots' to locate the
- Click OK.



A screenshot of a dialog box titled "Custom column caption". The dialog box has a standard Windows-style title bar with a close button in the top right corner. Inside the dialog, there are two buttons: a green checkmark icon followed by "OK" and a red X icon followed by "Cancel". Below these buttons is a text label "Enter header caption for this column". Underneath the label is a text input field. To the right of the input field is a small button with three dots "...".

Filter

- For each column you can add a filter for the report
- Click in the filter box directly under the column header
- 3-dot  provides a list of Valid Values for that field, you can select values from this list. For a date field you will get a calendar that can be expanded to select date ranges.
- Funnel  list of options to help filter data
- Note once you have created a filter and you click to another column the filter will read in text format. For example,



Order Date



`>=12/1/2011:<=12/30/2011`

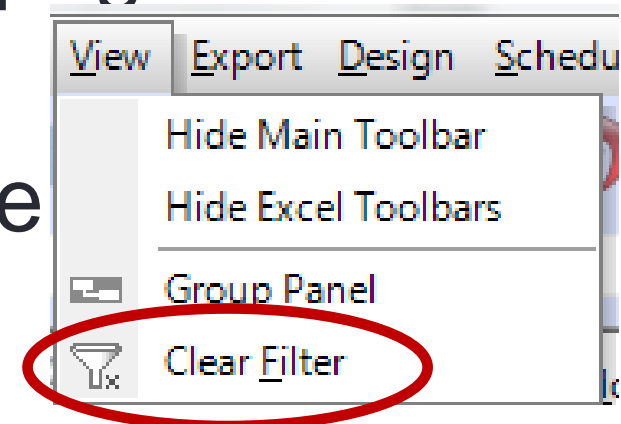
becomes

Order Date

`Between 12/1/2011 and 12/30/2011`

Viewing & Clearing Filters

- If a column has a filter it will be seen in the filter box if the column is visible in the report
- To bring all columns with filters into the report so that they can be seen go to Design, Columns, click  Show Columns with Filters
- To see a list of all filters used in the report use View, Design Notes
- For any field with a filter you can clear the filters by clicking in the filter box, click the filter assistant and choose  Clear
- To view Additional Criteria filters, see the next page
- To clear all of the filters in the report go to View, Clear Filter. This will clear all filters in the report – visible, hidden and additional criteria



Additional Criteria



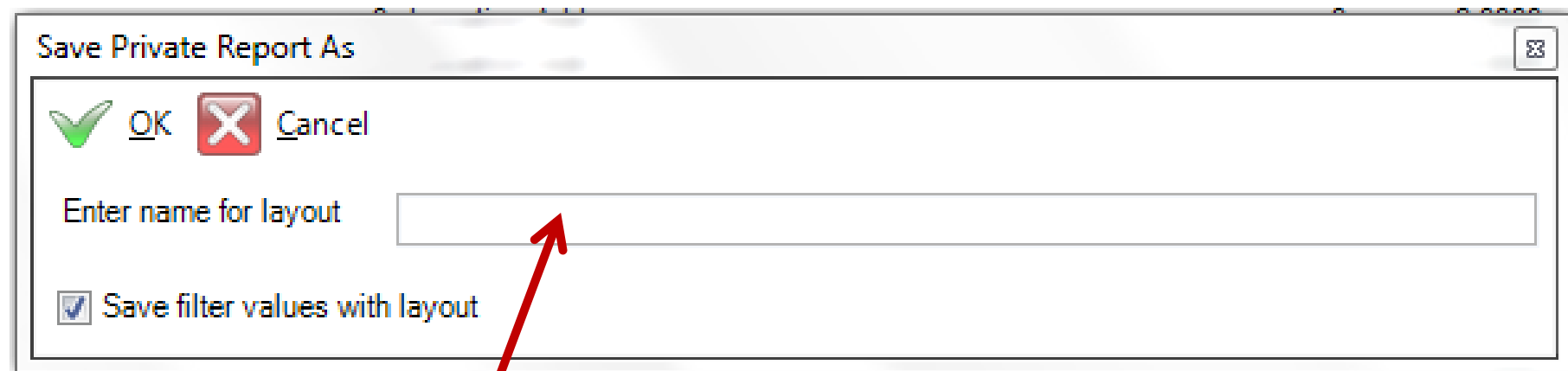
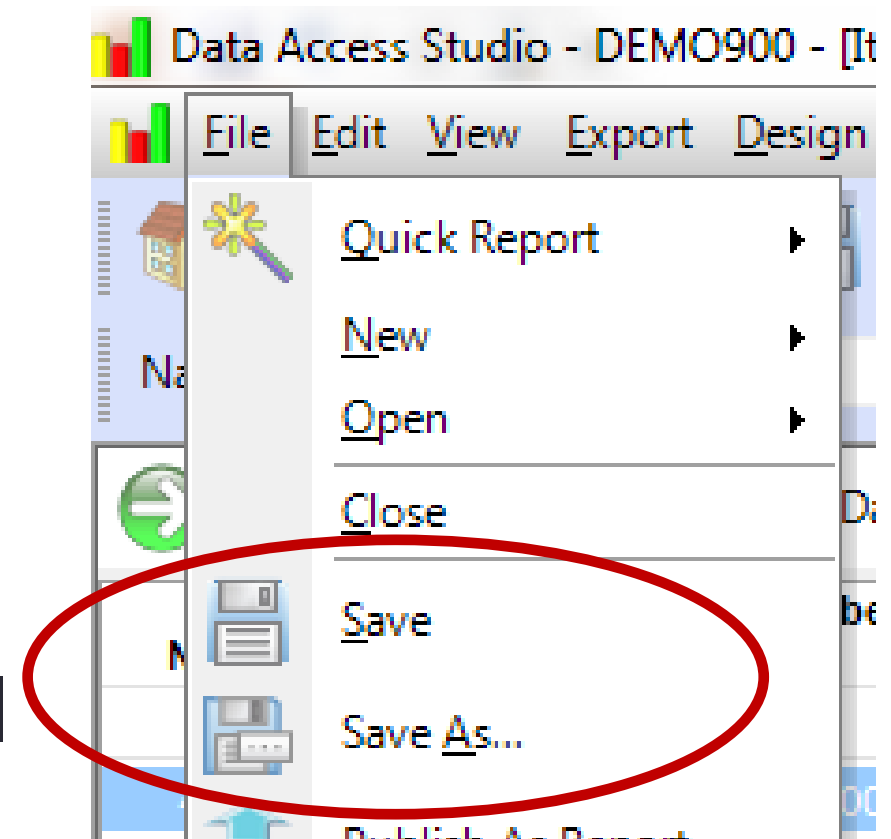
Additional Criteria

- Additional Criteria is used to create an 'Or' statement using two or more filter criteria sets
- Click Design, Additional Criteria
- Complete first line with your first criteria set
- On the second line select 'Or'
- Complete the third line with your second criteria set

Note the ways to see that Additional Criteria exists are to go back to the additional criteria or to the Design Notes.

Save Your Layout

- Click File, Save As to name your report
- Click File, Save to your report if it has already been named
 - Save often, there is not an auto-save
- If you click File, Save and have not named your report, the Save as box will open for you to create a name



Fill in unique report name, unique name will be needed to publish.

Re-size Columns

- To resize the columns within the report for immediate display purposes:
 - A column can be resized quickly with a right click on the individual column, choose Best Fit Column
 - All columns can be resized using the same right click on a column, choose Best Fit Columns
- To manually resize the columns so that you have additional horizontal space:
 - In between two columns, hover to the right of the column header to be resized
 - When you get the double arrows, resize the column as desired
 - Edit Design, Grid Style Features. Uncheck the box for Auto-Width On Find so that the sizing is preserved in the report.
 - Click Save

Grid Style Features

Remember, Grid Styles applies to the report you are working with, use File, Default Preferences to change settings for your user ID..

Grid Style

OK Cancel

Report Look Spreadsheet Look Help

| Property | Font | Font Color | Background |
|--------------|-------------------|------------|------------|
| Header Panel | Arial, 8, Bold | | |
| Group Panel | Arial, 8, Bold | | |
| Even Row | Arial, 8, Regular | | |
| Odd Row | Arial, 8, Regular | | |
| Focused Cell | Arial, 8, Bold | | |
| Focused Row | Arial, 8, Regular | | |
| Footer Panel | Arial, 8, Bold | | |

☐ Show Vertical Lines ☒ Auto-Width On Find

☐ Show Horizontal Lines ☐ Word wrap cells

☒ Summaries ☒ Auto-Uppercase Filters

☒ Summary on group line ☐ Show row indicator

☐ Sort at Database (slower) ☐ Show calculation indicator

☒ Database count enabled ☒ Smart Column Filters

Column Header

Multi-Sort Font Size

Description

7

Use Spreadsheet look to have Excel-style presentation; Report Look for basic layout.

Turn off auto-width to manually size the columns in your report

Show calculator icon to show calculation columns

Smart Column Filters automatically populates fields such as G/L Date when using calculations such as Relative Date

Disable counting the database prior to launch of report

Change Column Header to change the style of all columns, to Alias for example

Default Preferences

Default Preference selections will apply to your future reports, not to your current My Reports or Published Reports.

Grid Styles tab is the same under default preferences.

Additional tabs provide options for setting Print, Export and other settings for your user profile.

Default User Preferences

OK Cancel

Grid Style Printing General Export

Report Look Spreadsheet Look Help

| Property | Font | Font Color | Background |
|--------------|-------------------|------------|------------|
| Header Panel | Arial, 8, Bold | | |
| Group Panel | Arial, 8, Bold | | |
| Even Row | Arial, 8, Regular | | |
| Odd Row | Arial, 8, Regular | | |
| Focused Cell | Arial, 8, Bold | | |
| Focused Row | Arial, 8, Regular | | |
| Footer Panel | Arial, 8, Bold | | |

☐ Show Vertical Lines ☒ Auto-Width On Find

☐ Show Horizontal Lines ☐ Word wrap cells

☒ Summaries ☒ Auto-Uppercase Filters

☒ Summary on group line ☐ Show row indicator

☐ Sort at Database (slower) ☒ Show calculation indicator

☒ Database count enabled ☒ Smart Column Filters

Column Header Description

Multi-Sort Font Size 7

Design Notes / How To



- Under the View menu there are two options for the recording of notes and directions on the reports
- Use 'How To' to include directions for the user on how to run the report layout. Note 'How To' is not visible in the Published Report if it is blank.
- Use the top section of the 'Design Notes' to record the background, purpose and build details for the report
- 'Design Notes' also contains the detail for the build of the report including your filters, grouping, calculations and visible columns. It will show you your last select statement and the performance of your calculations.

GROUPING & SUMMARIZING

About Grouping

- Objective of grouping is to make your data useful
- Other terms for grouping include roll-up, drill down, collapse, organize
- Creates automatic subtotals and grand totals
- Remember after you group, no data is gone it is just collapsed with drill down capabilities available
- You can suppress subtotals as needed

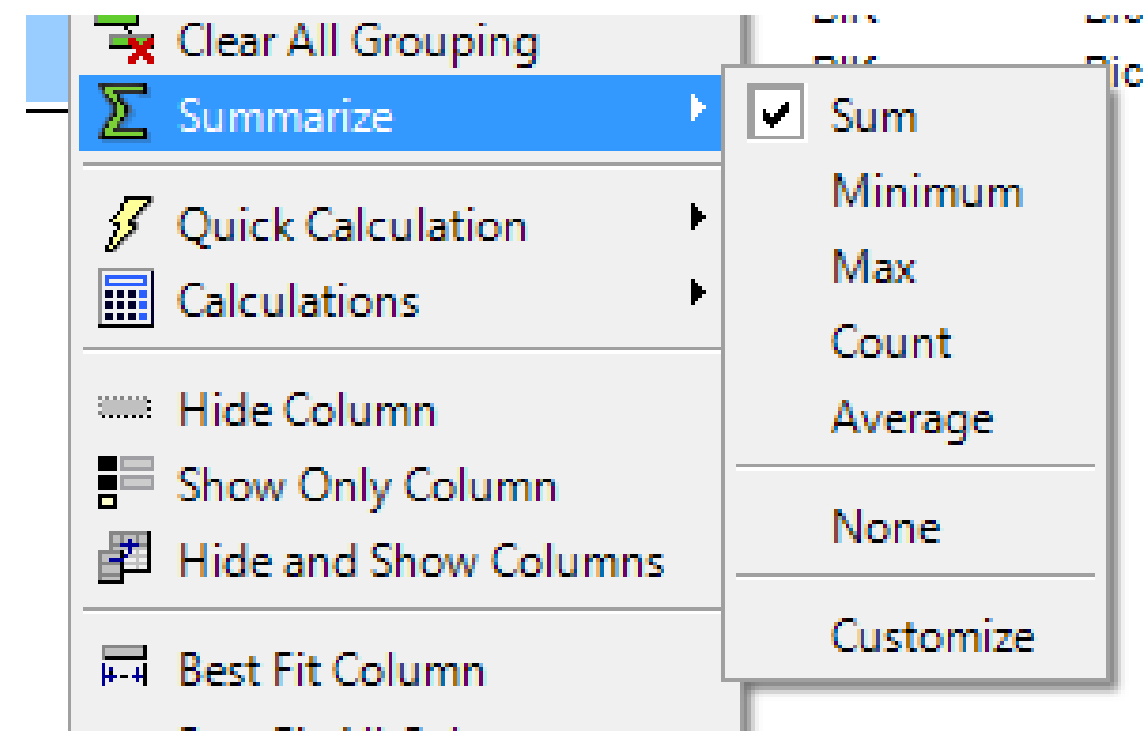
Grouping Steps



- Focus on column header that the data is to be grouped by
- Note can multi-select columns to group by using Ctrl key to individually select them in the grouping order
- Right click and select Group by Column(s)
- Expand and collapse sections by using the + and - signs
- For grouping settings and options, right click on a grouped row
- To ungroup right click on column header(s) and select ungroup or right click and select Clear All Grouping

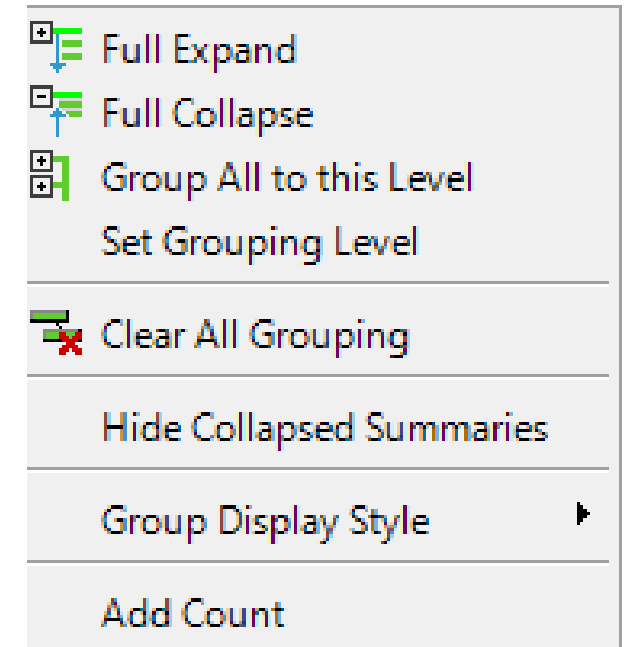
About Summarizing

- Summarizing is used to display what you want to be visible at the grouped level
- Right click on the column, select Summarize, and appropriate choice
- Grand Totals will automatically be placed at the bottom. To remove, right click on total and choose None.
- To suppress or un-suppress a Subtotal, right click on the subtotal and select Suppress / Un- Suppress option

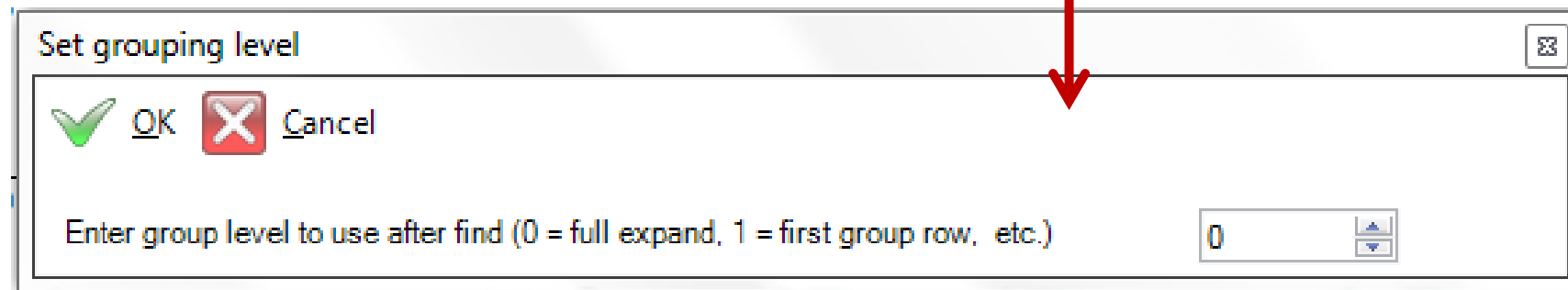


Grouping & Summarizing Tips

- Right click to fully expand or collapse the view of your report



- To preserve your layout at a certain grouped level, right click and choose Set Grouping Level



- Consider hiding additional grouped columns to gain space
- Try concatenating key values before grouping
- Make a consistent value visible by using Summarize, Max

Concatenation Calculation

- Often after adding an associated description it is desired to have the code and the description combined in one column
- The concatenation calculation combines multiple columns and/or literal values together into a single new column
- To concatenate using a quick calculation, highlight the columns to combine, right click chose Quick Calculation, Text, Concatenation. A new column with the concatenated values will be created.

Edit Calculations for Accounts Payable Ledger - F0411 in Business Data Local

Save Close Save And Close Delete Help Copy Show All Calculations Refresh On Save

| Type of Calculation | Column Caption | Output Type |
|---------------------|-------------------|-------------|
| Concatenation | Supplier # & Name | String |

Parameters

Input parameter values

Strip blanks ☐

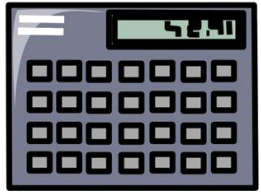
Skip delimiter for bl... ☐

Only rollup if

Multiple Input

Values

| | |
|-----------------|---------|
| Supplier Number | Column |
| - | Literal |
| Supplier Name | Column |
| | Column |



Group Summary Calculation

- If you want to write logic off of the group subtotals you have created you need to use a Group Summary calculation
- Group Summary takes the subtotal (or grand total value if selected) and places it in a new column so that it can be used with other calculations

| Supplier # & Name | Gross Amount | Group Summary Gross Amount |
|-------------------|--------------|----------------------------|
| 1001 - AB Common | | |
| 1001 - AB Common | | |
| | 2,500.00 | 14,850.00 |
| | 5,500.00 | 14,850.00 |
| | 4,500.00 | 14,850.00 |
| | 1,500.00 | 14,850.00 |
| | 850.00 | 14,850.00 |
| | 14,850.00 | 14,850.00 |

- To change the subtotal being displayed change the 'Column to group by'
- To get grand totals check the 'Column total' box

Parameters

Input parameter values

Column to group by

Supplier # & Name

SummaryType

Sum

Column total



REPORT PARAMETERS

Report Parameters

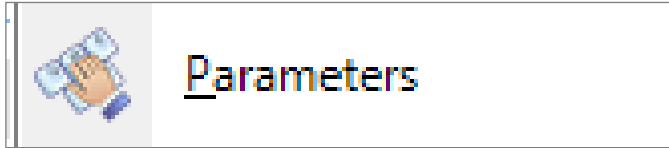
- Report Parameters provide a section where you can prompt for values in your report
- The Report Parameters can be mandatory or allowed to be blank

| Field | Value |
|--------------------------------|-------------------------------------|
| Editor type | Grid column valid values |
| 2. Enter editor options | |
| Allow blank entry | <input checked="" type="checkbox"/> |
| Character casing | Normal |

- Using Report Parameters places filter criteria in a header
- The Report Parameter establishes a link between the parameter header and the column applying the filters to the entire report

Report Parameter Steps



- Open report to which you want to add a report parameter
- Click Design, Parameters 
- Add parameters by dragging and dropping columns into the parameter rows
- Make a parameter mandatory by unchecking the 'Allow blank entry' box

| Field | Value |
|--------------------------------|--|
| 1. Pick an editor type | |
| Editor type | Grid column valid values |
| 2. Enter editor options | |
| Allow blank entry | <input checked="checked" type="checkbox"/> |
| Character casing | Upper case |
| Column | Co |

- Click Accept Parameters

Report Parameter Tips

- When you see a parameter name bracketed by < > in the filter box, the column filter is linked to a parameter
- Remember, if you “break” the link between your report and the parameter, click in the filter box for the column, select Variables and the appropriate choice
- The order of the parameters can be changed by clicking on the box to the left of the parameter and dragging it to a new location

ed Date C

<Period to Date Range>

Variables ▶

✓ Accept Changes ✗ Delete Parameter

| Name | Value | Visible |
|-------|-------|-------------------------------------|
| Co | 1 | <input checked="" type="checkbox"/> |
| Month | 6 | <input checked="" type="checkbox"/> |
| Year | 5 | <input checked="" type="checkbox"/> |
| * | | <input type="checkbox"/> |

Create Your Own Parameter

- To create your own parameter, click Design, Parameters
- Fill in the Name of your Parameter
- Verify the 'Visible' check box is checked
- Update the Editor Type to the appropriate choice

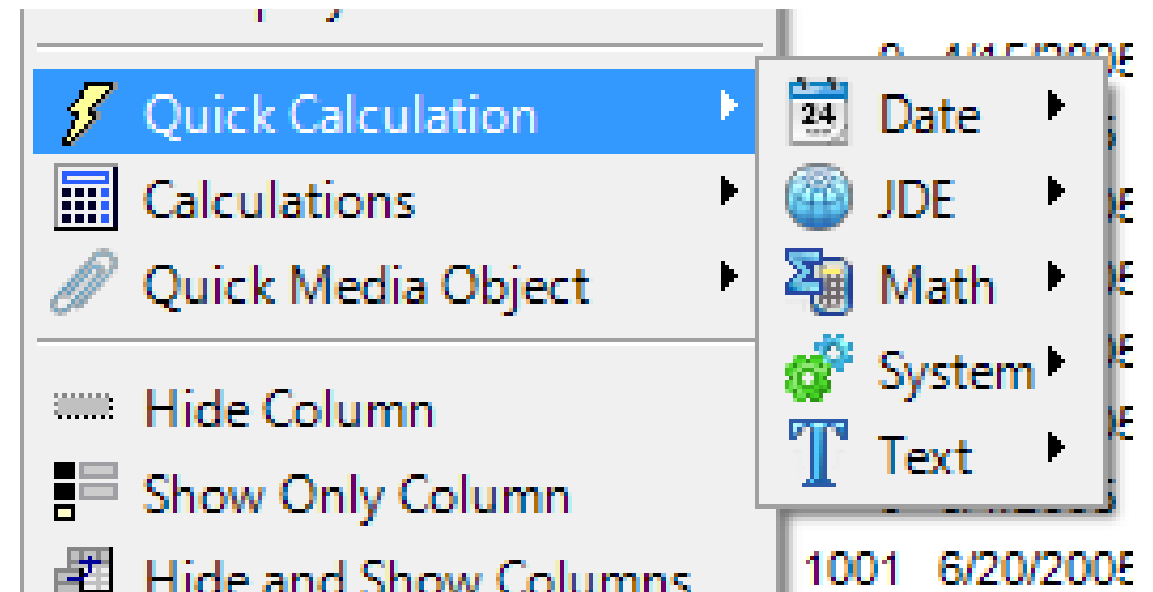
The screenshot shows the 'Define Editor' dialog box. On the left, under 'Field', there are two sections: '1. Pick an editor type' where 'Date' is selected in the 'Editor type' dropdown, and '2. Enter editor options' where the 'Allow blank entry' checkbox is checked. On the right, under 'Value', the text 'Date' is entered in a text box, which is circled in red.

- Uncheck 'Allow blank entry' if desired
- Repeat for additional parameters as needed
- Click Accept Changes
- Link the Parameters: click in the filter box for the appropriate column, click the Filter Assistant (funnel), click Variables and the correct parameter

QUICK CALCULATIONS

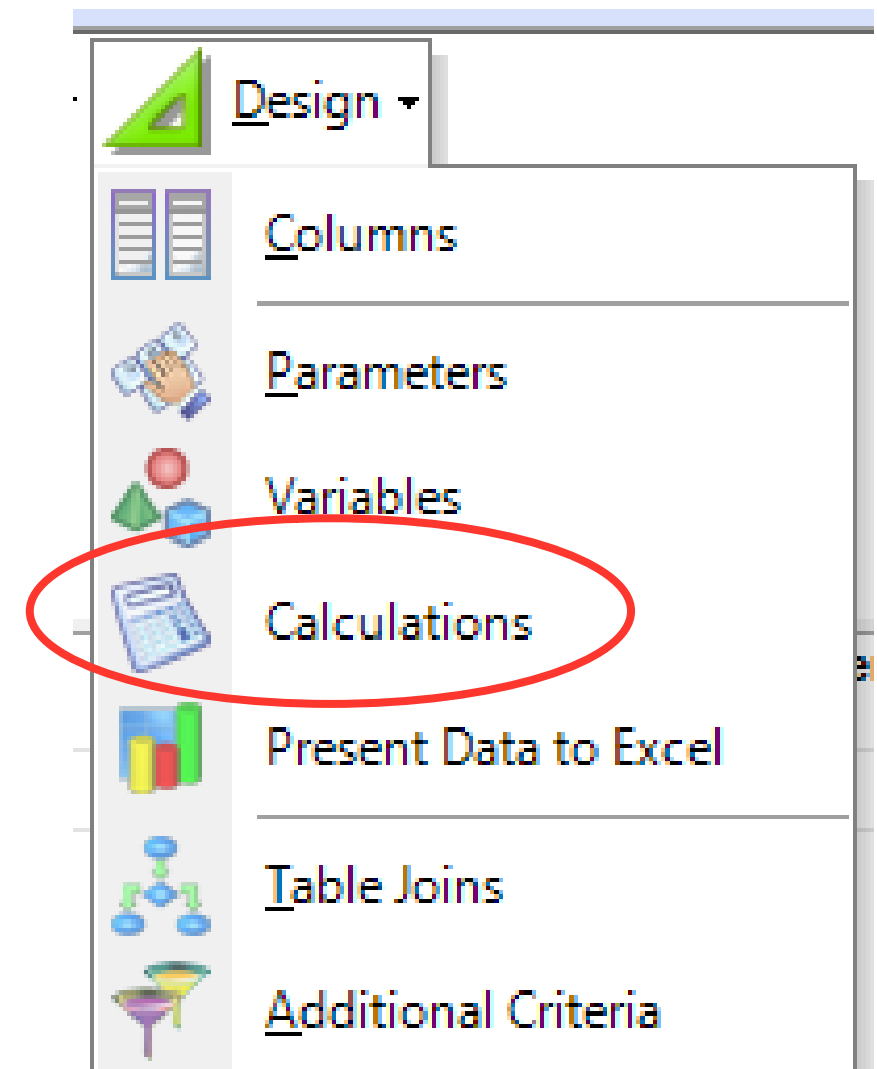
About Quick Calculations

- Quick Calculations are calculations that can easily be processed by DAS when it only knows the column(s) you are focused on within the report
- Quick Calculations can be accessed by right clicking on the column header
- The Quick Calculation menu will only show calculations that are relevant to the type of column upon which you are focused



Editing Calculations

- To edit all Calculations
 - Design, (Edit) Calculations
 - Right Click a column header, click Calculations, Editor
 - Design, Edit Calculations
- Edit a specific Calculations
 - Double click on the column header
 - Right Click a column header, click Calculations, Edit
 - If you then want to view all calculations, click Show All Calculations



Quick Calculations - Date

Date Offset _____

Day of Month _____

Day of Week _____

Day of Year _____

First day of month _____

First day of year _____

Indexed Month Description _____

Julian date _____

Last day of month _____

Last day of year _____

Month _____

Month Description _____

Today's Date _____

Year _____

Offsets the date by a specific number of days, years, etc.

Day of Month and Day of Year provide the corresponding numeric value for the day of the month or year. Day of Week provides the text description, e.g. Wednesday

Provide the first day of month or year relative to the identified date

Provides the two digit month with text description for sorting months in sequence, e.g. 06.June

Numeric representation of the day

Provide the last day of month or year relative to the identified date

Pulls the month off of a calendar date

Creates the text description of the month

Creates a column with the current system date

Pulls the year off of a calendar date

Quick Calculations - Math

- All of the standard math functions are available inside of DAS; note using these calculations often means you do not need to export or embed to excel
- To use multiple columns highlight columns in the order to be processed
- If you only highlight one column and use a calculation such as multiplication or division, DAS will multiply or divided by a value of 1

Absolute Value

Average

Difference

Division

Maximum

Minimum

Multiplication

Remainder

Standard Deviation

Sum

Quick Calculations - JDE

| JDE Calculation | Description |
|-------------------------|--|
| Account Category | Brings Automatic Account Instruction (AAI) information, use within a table with Object Account, Subsidiary, and Company |
| Associate Description | Get text description for a code |
| Current mailing address | Brings in the current effective address of the address number |
| JDE email address | Returns the first e-mail address for the address number. You can edit the e-mail address calculation to choose other e-mail |
| JDE phone number | Locates the first phone number associated with the address number. You can edit the phone calculation to choose other phone numbers or phone types |
| JDE user name | Returns the JDE user name for the address number. For E1 this is the E1 sign on name, for World this is the World sign on name. |

Quick Calculations - Text

Concatenation

String Length

Trim

Use to combine multiple columns into one new column. To edit the delimiter use Design, Calculations. Note you can combine columns and literal values as needed.

Provides the numeric value of the string length of the specified column. Use to compare columns from different tables or identify data issues.

Removes the identified delimiter from the left, right or both sides of the column. By default the calculation removes spaces from both sides, useful for Business Units.

Quick Calculations - System

| JDE Calculation | Description |
|-----------------|--|
| De-duplicate | Data is often duplicated with left and right outer joins, use de-duplicate to manage the data. There are three types of duplication that can be used, First Value in Group is the default from the Quick Calculation |
| Group Rank | Ranks the values in the specified column |
| Group Row Index | Numbers the rows within a grouped section, if you have multiple groupings the level referenced can be changed |
| Row Index | Get the sequence of the rows when not grouped, in other words this calculation numbers the rows |
| Type Converter | Convert a column from one data type to another, by default the system will convert to a String, edit as needed |

TRENDING

Trending (BI) Functions

- **Aging:** summarizes data into defined aging buckets
- **Day Trend:** sorts data into individual day columns
- **Cross Tabular:** flips row values into column values to do side by side comparisons
- **Month Trend:** totals data into 12 months, naturally rolls up month regardless of the fiscal year
- **Year Trend:** ages data across years
- **Organize Dates:** summarizes data into months, quarters, YTD and compares to previous
- **Rank Bottom & Top Ten:** ranks group of data and totals

Trending Wizard Basics



- Wizards create calculations for you
- You can edit/delete calculations created by the wizard
- You can add and copy calculations in the layout
- You can modify your report with other DAS functions such as grouping, summarizing, additional columns, associated descriptions, calculations, etc.
- Trends are available on any table

- To start a wizard right click on a column header, choose Trending and appropriate trend

Trending Calculations

| Trend | Calculations Created | |
|--------------------|----------------------|-----------------------------------|
| | Displayed: | Behind the Scenes: |
| Month | Conditionals | Month |
| Year | Conditionals | Year |
| Day | Conditionals | Day of Month |
| Aging | Conditionals | Date Difference |
| Organize Dates | Relative Dates | |
| Top 10 / Bottom 10 | Group Rank | Group Summary, Pad, Concatenation |
| Cross Tabular | Conditionals | |

Trend Steps: Organize Dates



- First select the item to be organized
- Next fill in the date parameters, note selecting Control Panel Date will create a Report Parameter that can be filled in when running the report
- Fill in the rollup information with type of rollup and field to be used
- Last select the type of columns under Date Organization and if necessary fill in the number with the number of months, years, etc. that are needed

Quick Start

✓ Ok ✗ Cancel ✗ Delete Row

Organize Dates

For each organize dates

between

and

rollup of

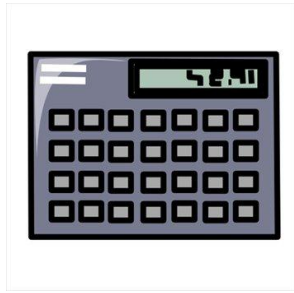
by

| | Date Organization | Number |
|---|-------------------|--------|
| | Last Months | 3 |
| | Current YTD | |
| * | | |

Compare to previous years

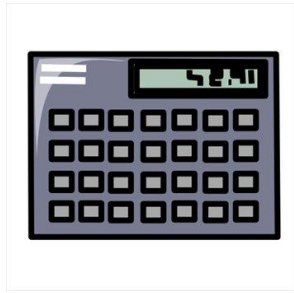
☒ Show summaries only ☒ Override existing grouping

☒ Hide unused columns



Relative Date Calculation

- The Relative Date calculation is a dynamic column that is defined by a date identified in the report and slide with a reference date which is typically a report parameter
- The Organize Date trend creates Relative Date calculations based on the 'Date Organization' selections made in the trend
- To edit the relative date calculations created by the wizard click Design, Calculations or double click on the column header



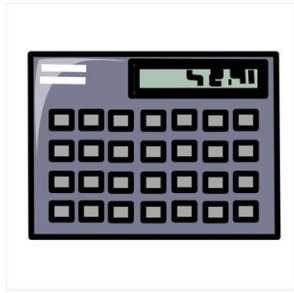
Relative Date Calculation Steps

To create a relative date calculation without using the wizard:

1. Create a Report Parameter for your reference Date
2. Click Design, Calculations & Select Relative Date

| Type of Calculation | Column Caption | Output Type |
|---------------------|---------------------|-------------|
| Relative Date | <Description><Year> | Decimal |

3. Do not touch the Column Caption information, this will remain dynamic and update as you run the report different months and years
4. Do not change the Output Type



Relative Date Calculation Steps

5. Fill in Date with the table column you want to use in the calculation
6. Fill in Compare to date with the link to the report parameter that you created, this will be the “current date” to the system
7. Fill in Offset Measure with Months, Years, etc.
8. Fill in Relative Offset to look forward or back by your offset, for example, to go back one month fill in -1
9. Fill in Value to roll up with the amount to use in the new column
10. Fill in Only rollup if with conditional criteria for the calculation

Input parameter values

Date

G/L Date

Column

Compare to date

<Reference Date>

Literal

Relative offset

0

Offset measure

Month

Value to roll up

Gross Amount

Column

Only rollup if

Click to edit

Trend Steps: Month / Year / Day



- Input select parameters, associate descriptions as needed
- Focus on a column header, right click, Trending, select Month, Day or Year
 - Month: For each “Address Number” show month columns for “G/L Date” rollup “Sum” of “Gross Amount”
 - Year: For each “Address Number” show year columns for “G/L Date” from year “XXXX” through “YYYY” rollup “Sum” of “Gross Amount”
 - Day: For each “Address Number” show day columns for from “Order Date” rollup “Sum” of “Estimated Price”
- Click OK and review Calculations
- Create Report Parameters

Trend Steps: Month / Year / Day



Quick Start

✓ Ok ✗ Cancel

Year Trend

For each

show year columns for

from year through

rollup of

☒ Show summaries only

☒ Hide unused columns

Quick Start

✓ Ok ✗ Cancel

Day Trend

For each

show day columns for

rollup of

☒ Override existing grouping

Quick Start

✓ Ok ✗ Cancel

Month Trend

For each

show month columns for

rollup of

☒ Show summaries only

☒ Hide unused columns

☒ Override existing grouping

Trend Steps: Aging



Quick Start

✓ Ok ✗ Cancel ✗ Delete Row

Aging

For each calculate aging

between

and

with date difference in

rollup of

with ranges

| Begin | End |
|-------|-----|
| | 30 |
| 31 | 60 |
| 61 | 90 |
| 91 | |
| | |

☒ Show summaries only ☒ Override existing grouping

☒ Hide unused columns

- First select the item to be aged
- Next fill in the date parameters, note selecting Control Panel Date will create a Report Parameter that can be filled in when running the report
- Fill in the rollup information with type of rollup and field to be used
- Lastly fill in then the desired ranges for your aging buckets

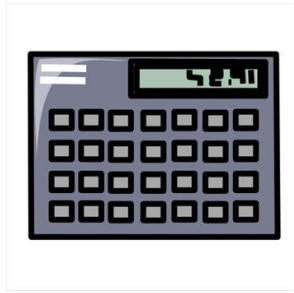
Trend Steps: Cross Tabular



- Cross Tabular 'pivots' the rows to be columns on the report
- First select the item to be organized, this is the rows
- Next select the columns to be created, distinct values
- Last select the type of roll up and value to be included in the columns
- Note columns will be created for distinct values visible in the report, create additional columns if required using Copy Column

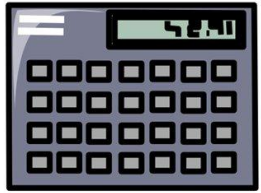
The screenshot shows a 'Quick Start' dialog box titled 'Cross Tabular'. It has a standard Windows window frame with minimize, maximize, and close buttons. The dialog contains the following fields and options:

- Buttons: ☒ Ok, ☐ Cancel
- Section Header: **Cross Tabular**
- Field 'For each': A dropdown menu showing 'Address Number'.
- Field 'make columns for distinct values of': A dropdown menu showing 'Do Ty'.
- Field 'and rollup': A dropdown menu showing 'Sum'.
- Field 'of': A dropdown menu showing 'Gross Amount'.
- Checkbox: ☐ Remove previous CrossTab columns
- Checkbox: ☒ Show summaries only
- Checkbox: ☒ Override existing grouping
- Checkbox: ☒ Hide unused columns



Conditional Calculations

- The Conditional calculation copies the values (or copies and multiplies / adds) from one column to another based on identified criteria
- The Conditional can allow you to 'pivot' the data in the rows into separate columns or create a logical statement to show / hide information
- To edit the conditional calculations created by the wizard click Design, Calculations or double click on the column header
- Often additional conditional calculations are needed after the use of a trending wizard, use copy column and edit the criteria or use the copy function inside of the calculations editor



Conditional Calculations

- Click Design, Calculations

First choose Conditional as the Type of Calculation.

Column Caption will default to the 'Value if true' value or column name. Edit as necessary.

Change output type to match your resulting values.

Fill in all criteria for the condition, this can include multiple columns and literal values.

Designate a column or value if the condition is true. You can also have the calculation multiple or add values / columns if the condition is true.

The same columns, values and logic can be applied if the condition is false. Note if you don't change a 0 will default for false conditions; you can use blank.

| Type of Calculation | Column Caption | Output Type |
|---------------------|----------------|-------------|
| Conditional | <Within> | Decimal |

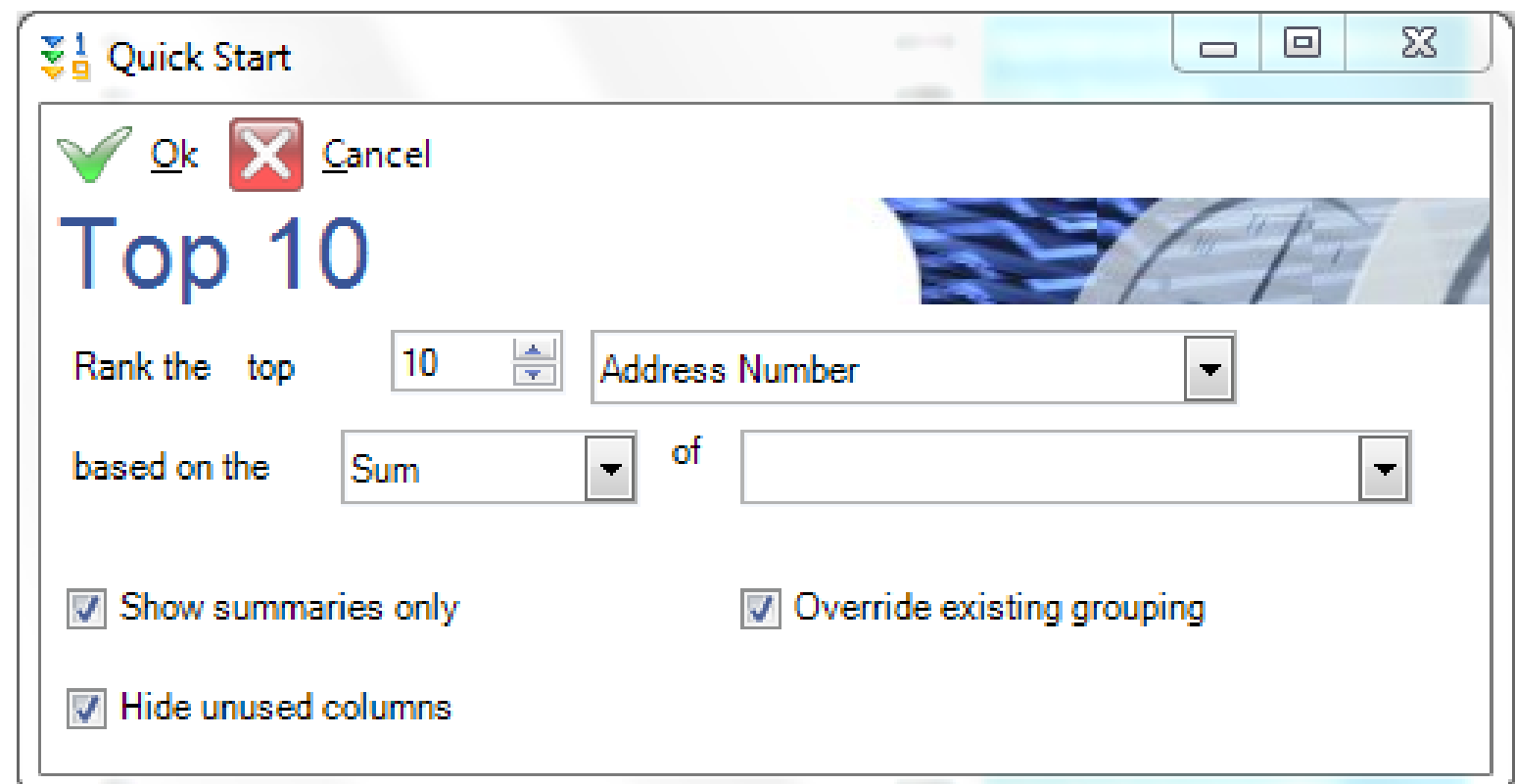
| Field | Criteria | Filter |
|-------|----------|--------|
| 0911 | Filter | |

| Value if true | Multiply by | Add | Value if false | Multiply by | Add |
|---------------|-------------|-----|----------------|-------------|-----|
| 0 | 1 | 0 | 0 | 1 | 0 |

Trend Steps: Rank Top / Bottom 10



- Input select parameters, associate descriptions and concatenate as needed
- Focus on a column header, right click, Trending, select Rank Top 10 or Rank Bottom 10
 - Rank the top/bottom “XX” “Address Number” based on the “Sum” of “Gross Amount”
- Click OK
- Hide/Show columns, add parameters as necessary
- To reverse the order edit the calculation



WORKING WITH EXCEL

Export to Excel

Embed Excel

Exporting vs. Embed Excel



Export to Excel

- Snapshot of JDE Data
'What-you-see-is-what-you-get'
- Saved on a Workstation
- Full Excel Functionality
- Outside of DAS

Embed Excel in DAS

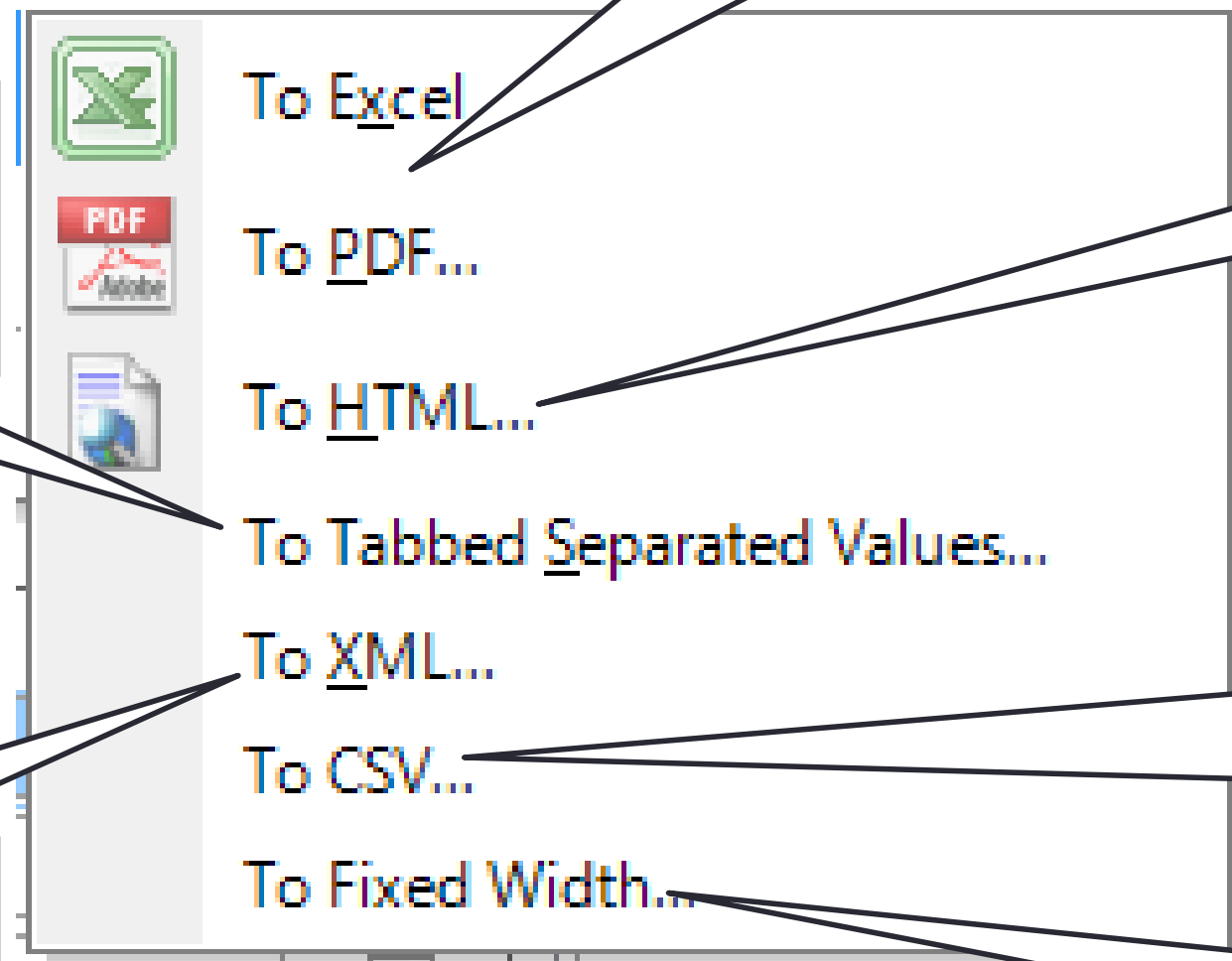
- Live Data Link to JDE Data
- Saved Centrally
- Full Excel Functionality
- Inside of DAS
- Do not edit DAS Link

Export to Excel Steps



- Run Report
- To export a specific selection:
 - Highlight the rows for the selection
 - Click Export, Selected Grid Data, To Excel
- To export entire report click Export, All Grid Data, To Excel
- Remember, column headers will automatically be exported with your report
- To export with headers and footers export to PDF, to edit headers and footers click Design on the menu bar and Headers and Footers

Other Export Options



To Excel and PDF – the most common Export outputs.

Exports report data to a notepad format to be imported into Access or other similar third party software.

Exports report as an html file viewable as a web page.


Exports report data to a notepad format to be imported into Access or other similar third party software.

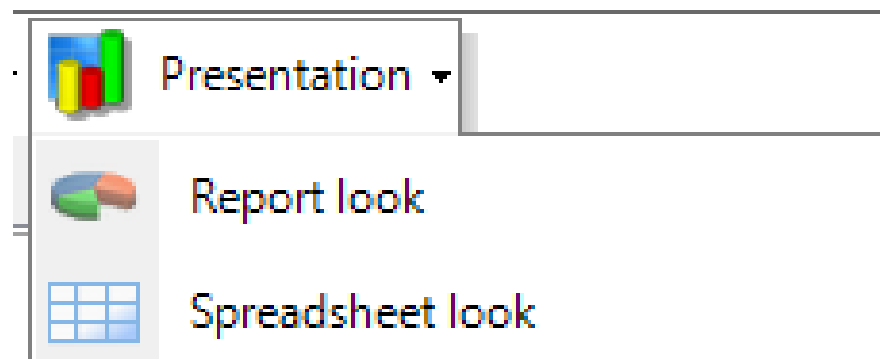
Exports report data in XML format ready for use with Oracle BI Publisher or similar third party software.

All columns must be Pad calculations to produce a fixed with text file.

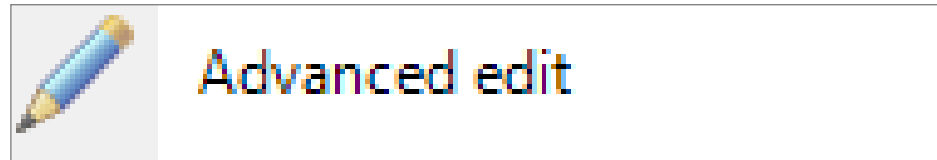
Embed Excel Steps



- Determine columns to map to Excel
- Highlight all the columns wanted in Excel
- Right click, Presentation
- Review mapping columns
 - If desired select graphs
 - If desired check the box for report parameters
- Click double blue arrows 
- Click Presentation, Spreadsheet Look to see Excel toolbars



Advanced Edit



- To edit advanced settings for your Embed Excel, click Presentation, Advanced Edit
- With Advanced Edit you can –
 - Add Report Parameters
 - Create a Filter from Excel
 - Update padding and settings for grouped columns

| Type of Mapping | Description |
|---------------------------------------|--------------------------------|
| Map group values to Excel | Map group values to Excel |
| Map report control parameters to E... | Map report parameters to Ex... |

| Mapping Parameters | | |
|----------------------------------|-------------------------------------|---------|
| Field Name | Value | Type |
| 1. Input parameter values | | |
| Map column caption | <input checked="" type="checkbox"/> | Boolean |
| Map column summary | <input type="checkbox"/> | Boolean |
| Auto fit column | <input type="checkbox"/> | Boolean |
| Map Group Summaries to Bottom | <input type="checkbox"/> | Boolean |
| Group level | 2 | Literal |
| Indent spaces | 4 | Literal |
| Row padding | 50 | Literal |
| Up to level option | Up to an including level | Literal |
| Group text option | Group level | Literal |
| 2. Multiple Input | | |
| Rel Ord Type | | Column |
| Related PO/SO No | | Column |

Add Report Parameters

- If your report has parameters you will see a checkbox for 'Report Parameters' at the bottom of the Embed Excel wizard, check the box to map your parameters to excel
- If you forget to map your parameters or have added them later, click Presentation, Advanced Edit.
- On the left hand side (Type of Mapping column), use the three dots to select "Map report control...."
- Complete Mapping Parameters on the right side – be sure to fill in the Excel column and Excel Row fields to a location that is not yet occupied

The image shows two screenshots from a software interface. The top screenshot is the 'Valid Values' dialog box, which has a toolbar with 'Select' (green checkmark), 'Cancel' (red X), 'Find' (magnifying glass), and 'Clear' (eraser). Below the toolbar is a list of options: 'Filter from Excel', 'Map column to Excel', 'Map group values to Excel', and 'Map report control parameters to Excel'. A red arrow points to the last option, which is highlighted in blue. The bottom screenshot is the 'Mapping Parameters' tab, which has a table with three columns: 'Field Name', 'Value', and 'Type'. The table contains three rows: '1. Input parameter values' with a checkbox and 'Boolean' type; '3. Output' with 'Excel sheet' set to 'DASLink' (Literal type), 'Excel column' set to 'G' (Literal type), and 'Excel row' set to '1' (Literal type). The 'Excel row' row is highlighted in blue. The 'Mapping Parameters' tab title is circled in red.

| Field Name | Value | Type |
|---------------------------|--------------------------|---------|
| 1. Input parameter values | <input type="checkbox"/> | Boolean |
| 3. Output | | |
| Excel sheet | DASLink | Literal |
| Excel column | G | Literal |
| Excel row | 1 | Literal |

Filter From Excel

If you would like to populate a filter box using a list you maintain in Excel you can add this through Advanced Edit:

1. Click Design (from the menu bar), Embed Excel
2. Fill in data in Excel (note Excel is blank)
3. Go to Presentation, Advanced Edit
4. Go to the first blank line under Type of Mapping
5. Use the three dots to select Filter from Excel
6. On the left side parameters complete the following:
 1. Filter Mapping Option – chose a single cell, range, a list, etc.
 2. Input from Excel – the location of where you are going to define your input
 3. Output – what column you want to populate in your report

Embed Excel Cautions

- Without grouping, Sheet1 view is limited to 1000 rows. For more rows, Embed Excel then copy links from DASLink.
- With one grouping level and set to Group Level 1, there is no limit on rows but you do need to put total number of possible grouped rows in Advanced Edit, Padding
- With one grouping level, set to Group Level 2 (fully expanded), you are limited to 200 rows
- With two grouping levels, set to Group Level 2, you are limited to 50 rows
- With two grouping levels, set to Group Level 3 (fully expanded), you are limited to 40 rows



PUBLISHING

Publishing



Publishing
Choices

All Users: all DAS users

Group: by named group / security group

Individual: select individuals by user name

Publishing Steps



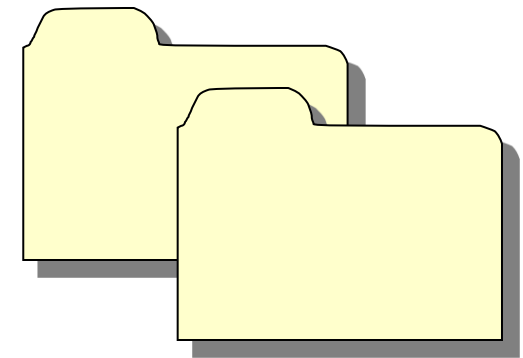
After creating and saving your report, from inside the report

1. File, Publish As Report...
2. Locate user(s), groups
 - Can designate that no data selection can be changed at the user level, un-check the box
3. Excel Presentation Options
 1. Show Excel Presentation Only – No DAS Data tab
 2. Make Excel Read Only – Cannot edit Excel cells
 3. Hide Excel Menus – Excel toolbars not visible
 4. Hide these Excel sheets – can list DAS Link and/or other sheets

Publishing Tips

- Manage Subscribers under Published Reports will allow you to do assign a group of reports to multiple people
- DAS lists your user ID first so that you can publish to yourself, recommended to see what you have published and how it is viewed by others
- To make parameter values required when others run your published report remember to uncheck the 'Allow blank entry' box in Parameters
- If you have checked the box for Save filter values when you first save your report those values will be included in your published report

Folders & Subscribing



- Folders can be created by the ReportsNow administrator
- Folders are global for all users in both My Reports & Published Reports
- When publishing you can assign the report to a folder



Unsubscribe



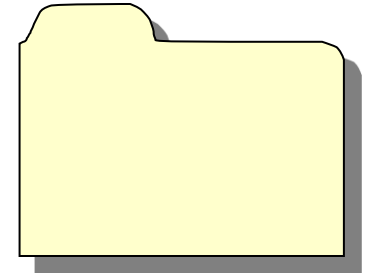
Resubscribe

- You can 'Unsubscribe' from a report which will remove it from your Published Reports view
- To Re-subscribe, click the Re-subscribe button and choose the report to retrieve the version you unsubscribed from

Copy & Rename Reports

- To make a copy of your own report, click File, Save As and rename
- To make a copy / change a report published to you, from the Published reports list highlight the report you wish to copy and click Save to Private Report.  [Save To Private Report](#)
- You will get a confirmation pop up and the report will open; a version of the report with the same name will be in your My Reports
- To rename a report you must actually save a new report, open the report, click File, Save As.

Move Your Report to a Folder



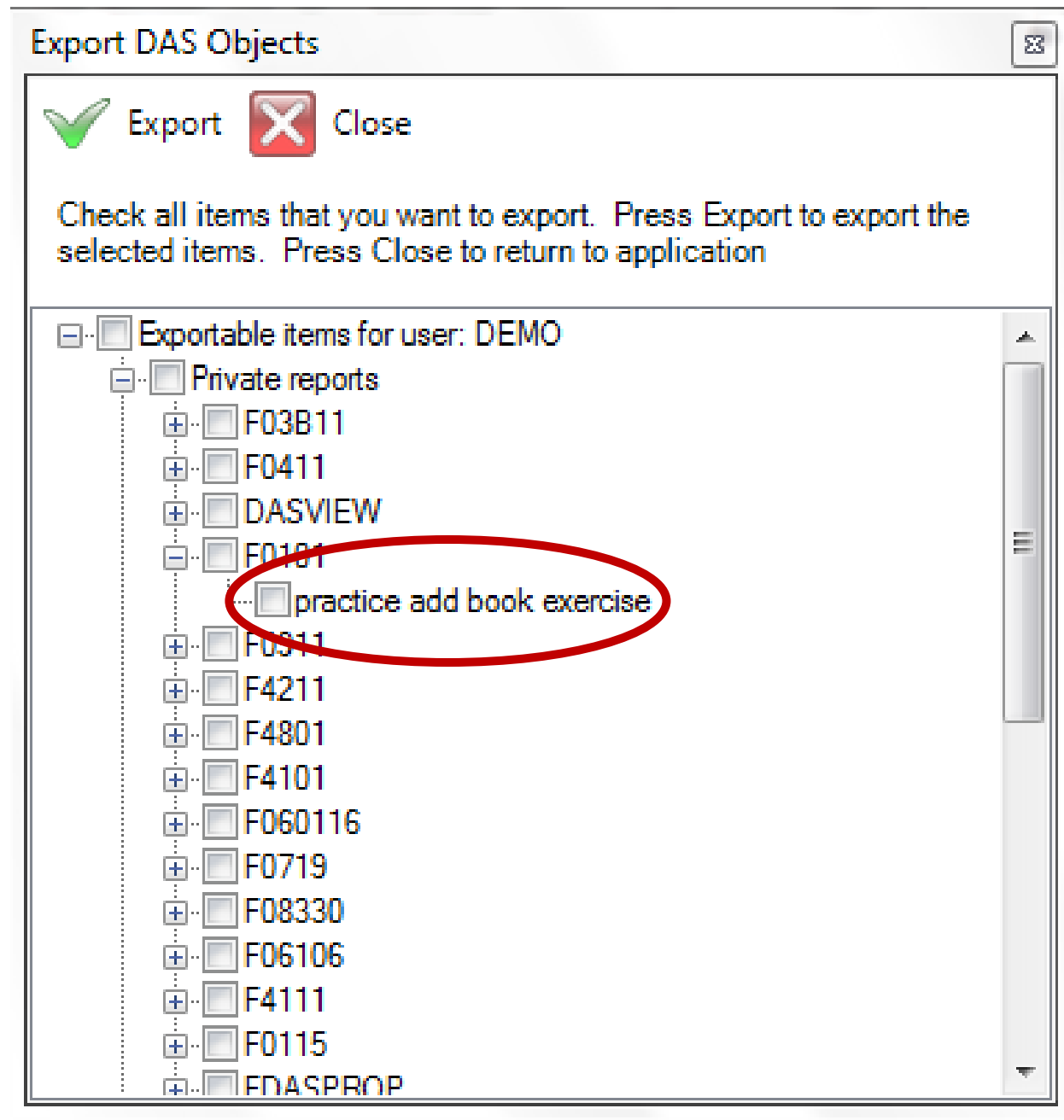
- If your Administrator has created folders, you can now go to your My Reports to move your saved report to a specific folder location
- Click the My Reports icon on the tool bar or go to the home page and click My Reports
- Highlight the report(s)
- Click Move to Folder
- Highlight the appropriate folder
- Click Save



Export DAS Object(s)



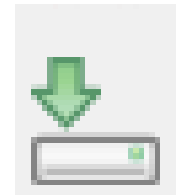
Export Reports



To export a .das file to your desktop to email to another person:

- From any location in DAS, click File, Export Reports to open the Export DAS Objects' window.
- Click the plus signs and check the .das file(s) you want to export
- Click the Export button
- Name the file(s) and choose the save-to location (e.g., desktop)
- Click Save

Import DAS Object(s)

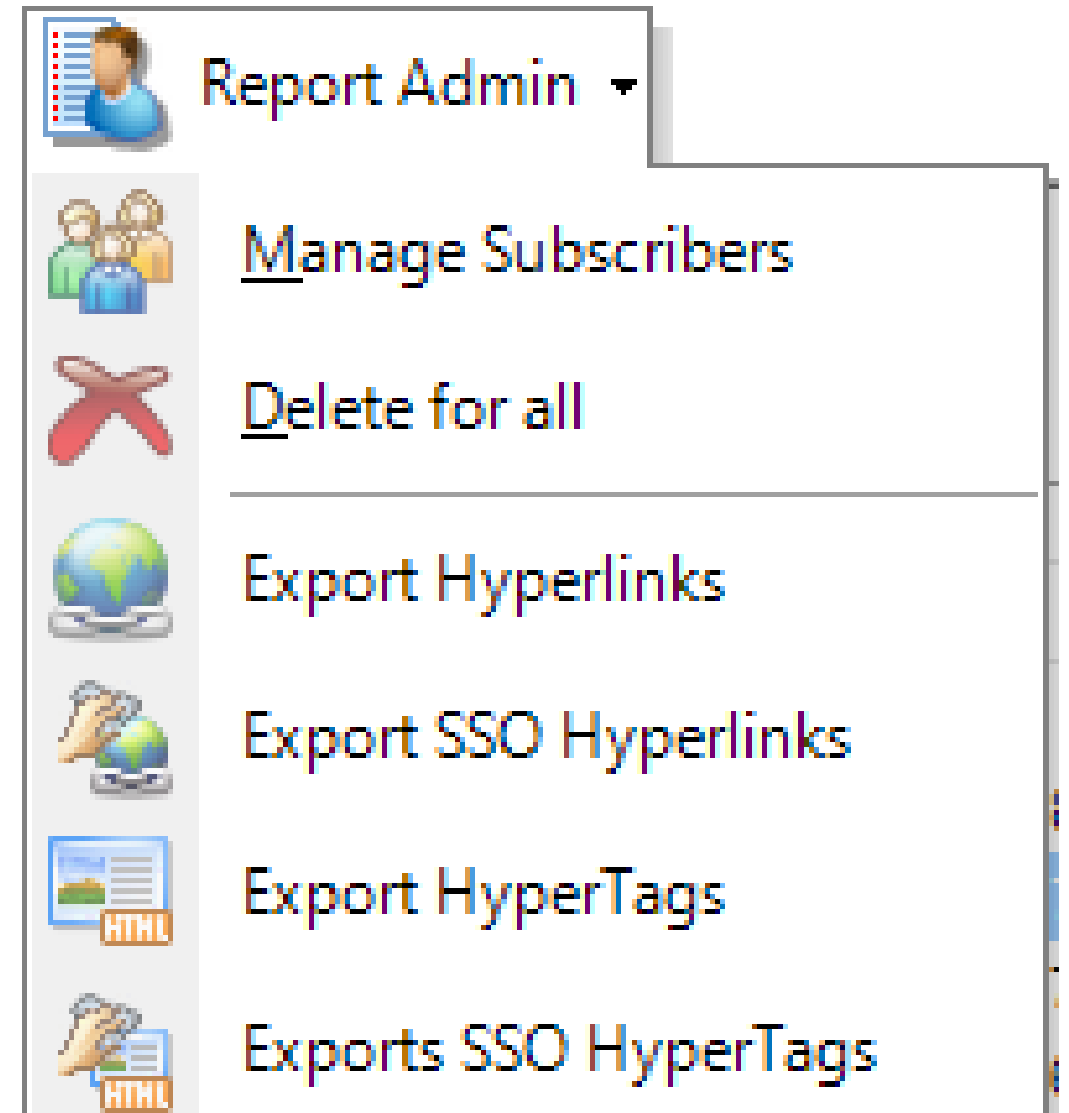


Import Reports

- Open DAS and from any page, click File, Import Reports to open the Import User Settings' window.
- Navigate to the .das file on your desktop, and open it (click Open button).
- Click OK on the Import Successful button.
- DAS automatically opens the report for you; filter and Get Sample Data, or run the report, as appropriate.
- To rename the report, click File, Save As and give it another name. Then you can delete the one that you imported from inside you're My Reports'

Report Admin Functions

- Manage Subscribers
Publish multiple reports to multiple people. Highlight report selection first and click button.
- Delete for all
To remove the report for all users highlight and click button.
- Export Links
Click appropriate choice to export links and tags that can be used to link reports from locations such as webpages.

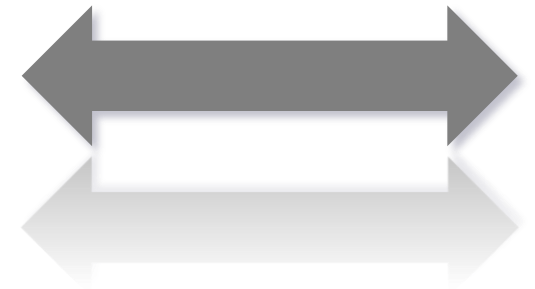


DATA FROM OTHER TABLES

Table Joins

Table Look ups

Joins



Left Outer

- Brings in all records from primary table and matching records from secondary table(s)
- EnterpriseOne – up to 3 tables using any Left Outer joins
- Use for one-to-many or many-to-many relationships

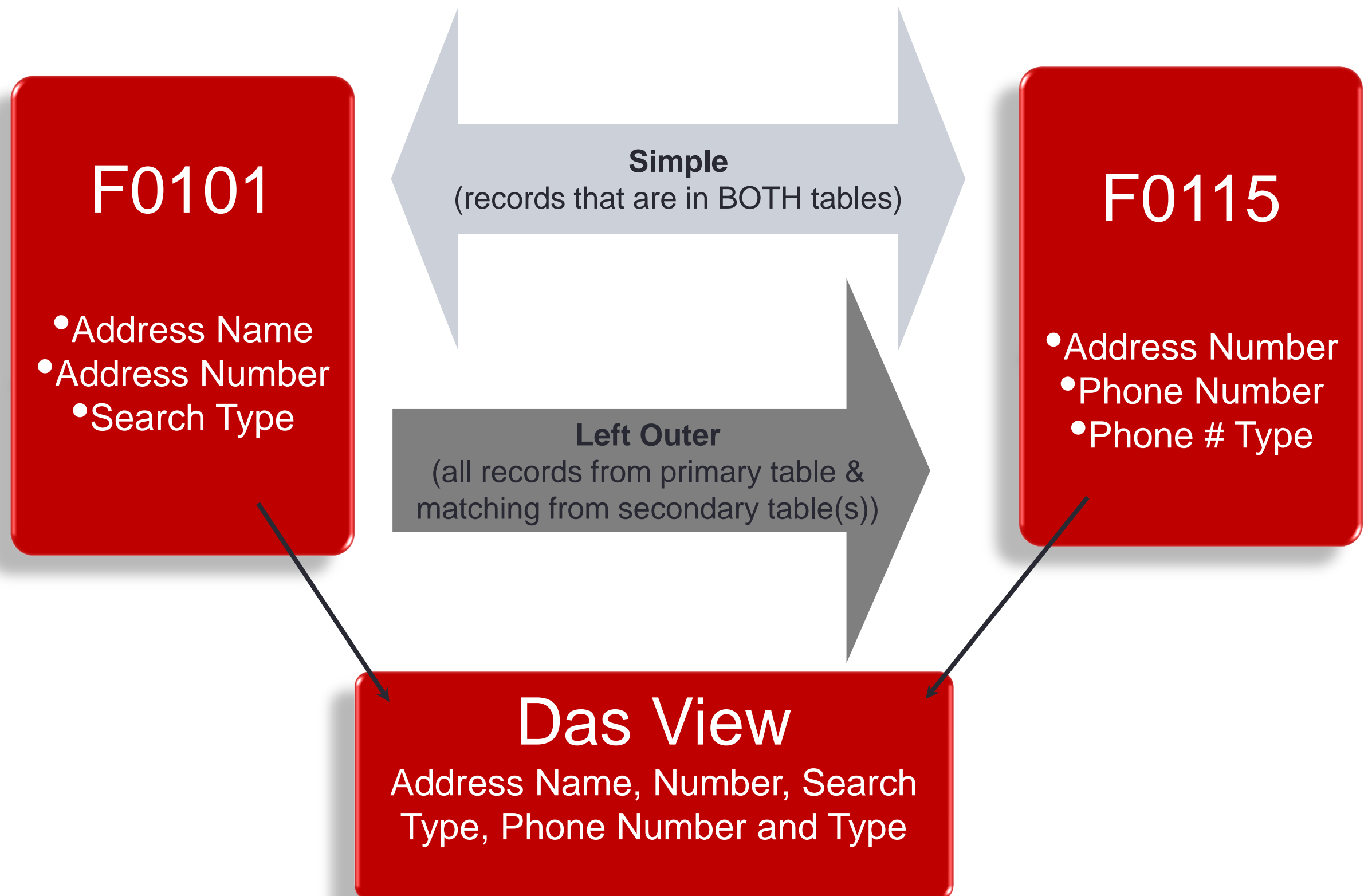
Simple

- Brings in only records that exist in both tables
- EnterpriseOne – up to 5 tables using all simple joins

Right Outer

- Used primarily for development purposes
- Used for many-to-one relationships

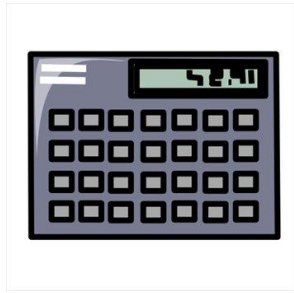
Table Joins



Join Steps



- Tile Tables
 - Determine fields to “match”
 - Decide what columns you want from each table
- Search for existing Business View with Google-like search
- Use wizard to create new layout
 - Tables tab: Fill in tables to be used
 - Suggested Joins tab: DAS recommended joins, double click to select
 - Actual Joins tab: review selected join(s) or create your own
 - Columns tab: select columns, must pick at least one from each table
- Save & Close, Get Sample Data
- To return to the Join wizard to update / retrieve additional fields:
Design / Table Joins
- The ‘My Reports’ view shows the ‘Based On’ table as
‘DASVIEW’



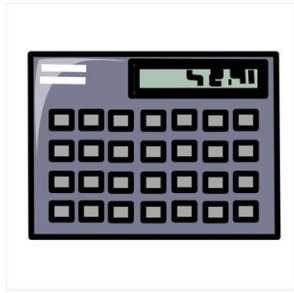
De-duplication

- A many-to-many join will produce duplications in the data
- Duplications are easier to locate if you first narrow your data to a small set, concatenate and group on the data items in your join (in other words what makes the records unique).
- De-duplication Calculation:

Parameters

Input parameter values

| | | |
|-------------------|--------------------------|---------|
| Column to de-d... | <div>...</div> | Column |
| Value if false | | Literal |
| De-duplicate m... | First value in group | |
| Grouped Column | | |
| Only rollup if | <div>Click to edit</div> | |



De-duplicate Parameters

- First identify 'Column to de-duplicate'
- Next input what value to use as a "filler" – blank is default
- De-duplication methods:
 - First value in group - Applies the first value in group once and uses the "filler" value for the rest
 - Up to first level break - Applies all the values until the first group level break occurs.
 - Distinct values - Applies a value if it is distinct within the group. Otherwise it applies the "filler"
- Group Column – blank uses the lowest level group; if filled in de-duplication will use that grouping as it's reference for groups and level breaks

Table Look Up

- Table Look Up is a calculation, you can use as many as needed
- Use Table Look Up to map to the correct table and bring back any data
- Choose Table Lookup when:
 - Data in the 'matched' fields are not exact e.g. WO #
 - When you want a count or sum vs. the transaction detail
 - When you want to add a filter to your join
- Example, layout over F0911, contains Subledger # but you can't get description because data could be a business unit #, work order #, address #, etc.

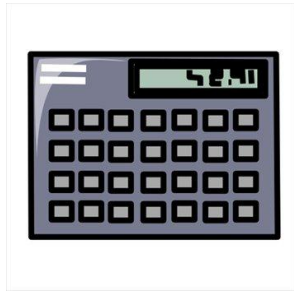
Table Lookup Steps



- Click Design, Calculations
- Choose Table Lookup
- Complete Parameters:
 1. Identify the table to match
e.g., F0015
 2. Fields to match
AN8 = AN8
PhoneType = cell (literal)
 3. Fields to bring back
Phone #
- Save & Close – rename Table Lookup column(s)
- Table Lookup columns do not have '3 Dots'

The screenshot shows a configuration window for a Table Lookup. It is divided into three main sections:

- Input parameter values:** This section contains several input fields. 'Target table/view' is set to 'F0115'. 'Index' is empty. 'Datasource (optional)' is empty. 'Sort Order (optional)' is empty. 'Row to fetch' is set to '1'. 'SummaryType' is empty. 'Bulk Fetch Keys' is empty. 'Only rollup if' has a funnel icon and a 'Click to edit' button.
- Specify how to query target table/view:** This section has two columns: 'Target table/view' and 'Filter criteria'. The first row shows 'Address Number - A...' mapped to 'Supplier Number' with a 'Column' label. The second row shows an empty field mapped to another empty field, also with a 'Column' label.
- Specify which columns you need back from the target table/view:** This section has two columns: 'Grid column' and 'From target table/view'. The first row shows 'CALC_3' mapped to 'Phone Number Type - PHTP'. The second row shows 'CALC_4' mapped to 'Prefix - AR1'. The third row shows 'CALC_5' mapped to 'Phone Number - PH1'.




Pad Calculation

If you are using a table lookup because you do not have an exact match Pad and Trim (next slide) are helpful calculations. Padding adds characters and/or numbers to a columnar value. It is often used to create a new column that has a specific length and will then match another column in another table.

- Fill in Input column of source column
- Select Left or Right
- Fill in Padding Character (0 for example)
- Fill in 'Total width' of new column
- Conditionally rollup if desired

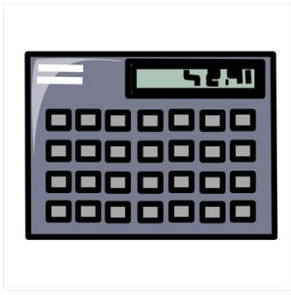
Parameters

☐ Input parameter values

| | |
|--------------------|---|
| Left or right side | Left |
| Strip blanks | <input checked="" type="checkbox"/> |
| Padding character | |
| Total width | 0 |
| Only rollup if |  Click to edit |

☐ Input

| | |
|---------|--------|
| Cat 011 | Column |
|---------|--------|



Trimming Column Values

- Trim
 - Shorten values using delimiter(s)
 - Can trim from the left, right or both sides
- Substring
 - Splits values based on Start Index (starting position) and Length, from X position and X characters long
- Split
 - Splits the value into multiple columns based on a delimiter(s)
 - Number of columns for output is specified as the 'Split Number', fill in 1 on the first line, then 2, etc. for total columns of split

How do I know — join or lookup?

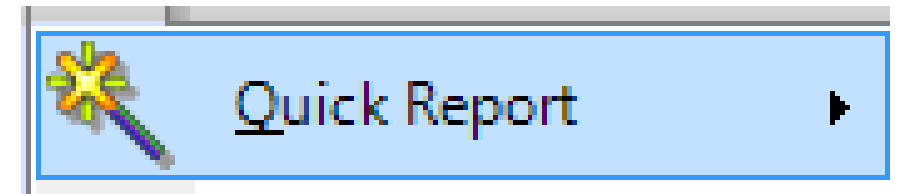
- If you can do a join — do! Table Look-ups have more limitations and Joins are faster
- Table Look-ups do solve the problem of not having exact matches or needing to manipulate the returned data.
- Tile the Tables — information coming from multiple locations must be investigated. Know the following:
 - What tables?
 - What fields you want from each tables?
 - What fields match?
- Simple or Left ? Left are very common because of the master to detail scenario, simple are often overlooked because of the one to one relationship... review the data and which one you need will become evident.

QUICK REPORTS

Financials

Capital Asset Management

Quick Reports



A tool that enables the creation of finance and asset reports answering real business questions with only having business knowledge (not technical knowledge)!

- Report Writing Wizard: makes complicated calculations easy through predefined formulas
- Reports on Posted Balances: reports over F0902 or F1202...but you can add tables using Table Lookup
- Does some work for you: creates parameters and calculations, hides columns, joins tables and can automatically map to excel
- Bonus, reports run fast!

F0902 - Account Balances (F1202 – Asset Account Balances)

| | A | B | C | D | E | F | G | H | I | J |
|----|----|----|-------|---------------|----------|------|--------------------------|----------------|----------------|----------------|
| 1 | FY | LT | Co | Business Unit | Obj Acct | Sub | Beg Balance/ PYE Forward | Net Posting 01 | Net Posting 02 | Net Posting 03 |
| 2 | 4 | AA | 00001 | 1 | 1110 | BEAR | 871,350.00 | 0.00 | 0.00 | 0.00 |
| 3 | 5 | AA | 00001 | 1 | 1110 | BEAR | 1,474,767.00 | 0.00 | -19,666.00 | 0.00 |
| 4 | 5 | CA | 00001 | 1 | 1110 | BEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | 6 | AA | 00001 | 1 | 1110 | BEAR | 1,096,117.05 | 0.00 | 0.00 | 0.00 |
| 6 | 6 | CA | 00001 | 1 | 1110 | BEAR | 34,650.00 | 0.00 | 0.00 | 0.00 |
| 7 | 7 | AA | 00001 | 1 | 1110 | BEAR | 1,096,117.05 | 0.00 | 0.00 | 0.00 |
| 8 | 7 | CA | 00001 | 1 | 1110 | BEAR | 34,650.00 | 0.00 | 0.00 | 0.00 |
| 9 | 8 | AA | 00001 | 1 | 1110 | BEAR | 1,096,117.05 | 0.00 | 0.00 | 0.00 |
| 10 | 8 | CA | 00001 | 1 | 1110 | BEAR | 34,650.00 | 0.00 | 0.00 | 0.00 |
| 11 | 5 | AA | 00001 | 1 | 1110 | BEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 | 6 | AA | 00001 | 1 | 1110 | BEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | 5 | AA | 00001 | 1 | 1110 | BEAR | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 | 5 | AA | 00001 | 1 | 1105 | | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 | 6 | AA | 00001 | 1 | 1105 | | -125.00 | 0.00 | 0.00 | 0.00 |
| 16 | 6 | AA | 00001 | 1 | 1105 | | -55.83 | 0.00 | 0.00 | 0.00 |
| 17 | 7 | AA | 00001 | 1 | 1105 | | -125.00 | 0.00 | 0.00 | 0.00 |
| 18 | 7 | AA | 00001 | 1 | 1105 | | -55.83 | 0.00 | 0.00 | 0.00 |
| 19 | 8 | AA | 00001 | 1 | 1105 | | -125.00 | 0.00 | 0.00 | 0.00 |
| 20 | 8 | AA | 00001 | 1 | 1105 | | -55.83 | 0.00 | 0.00 | 0.00 |

Organized by Period

F0911 - Account Details (F1201 – Asset Master)

| | A | B | C | D | E | F | G | H | I | J | K |
|----|--------|-------|-------|------|----------------|----------|------------|----------------------------|-----|---------|--------|
| 1 | Doc Co | Do Ty | Doc # | Line | Account Number | G/L Date | Amount | Explanation Alpha Name | P C | Batch # | Bth Ty |
| 2 | 00001 | AE | 15 | 1.0 | 1.1210 | 6/30/05 | 1,546.00 | Offset By Document RI 15 | P | 5863 | IB |
| 3 | 00001 | AE | 20 | 1.0 | 1.1210 | 6/30/05 | 5,465.00 | Offset By Document RI 20 | P | 5867 | IB |
| 4 | 00001 | AE | 30 | 1.0 | 1.1210 | 6/30/05 | 12,732.05 | Offset By Document RI 30 | P | 5863 | IB |
| 5 | 00150 | AE | 37 | 1.0 | 1.1210 | 6/30/05 | 1,120.00 | Offset By Document RI 37 | P | 5748 | IB |
| 6 | 00050 | AE | 121 | 1.0 | 77.1291 | 6/30/05 | -2,664.62 | Post Due To Account 121 | P | 6046 | P |
| 7 | 00050 | AE | 121 | 1.0 | 77.1291 | 6/30/05 | -1,700.00 | Post Due To Account 121 | P | 6046 | P |
| 8 | 00050 | AE | 121 | 2.0 | 50.1291 | 6/30/05 | 2,664.62 | Post Due From Account 121 | P | 6046 | P |
| 9 | 00050 | AE | 121 | 2.0 | 50.1291 | 6/30/05 | 1,700.00 | Post Due From Account 121 | P | 6046 | P |
| 10 | 00150 | AE | 1000 | 1.0 | 1.1210 | 6/30/05 | -10,000.00 | Offset By Document RM 1000 | P | 5747 | IB |
| 11 | 00001 | AE | 1001 | 1.0 | 1.1210 | 6/30/05 | -75.00 | 1001 | P | 7229 | IB |
| 12 | 00001 | AE | 1002 | 1.0 | 1.1210 | 6/30/05 | -100.00 | 1002 | P | 7266 | IB |
| 13 | 00000 | AE | 1026 | 1.0 | 1.1210 | 6/30/05 | 5,550.00 | Offset By Document RI 1026 | P | 2007 | IB |
| 14 | 00000 | AE | 1027 | 1.0 | 1.1210 | 6/30/05 | 4,450.00 | Offset By Document RI 1027 | P | 2007 | IB |
| 15 | 00000 | AE | 1028 | 1.0 | 1.1210 | 6/30/05 | 1,075.00 | Offset By Document RI 1028 | P | 2007 | IB |
| 16 | 00000 | AE | 1029 | 1.0 | 1.1210 | 6/30/05 | 1,550.00 | Offset By Document RR 1029 | P | 2008 | IB |
| 17 | 00000 | AE | 1030 | 1.0 | 1.1210 | 6/30/05 | 5,875.00 | Offset By Document RI 1030 | P | 2008 | IB |
| 18 | 00000 | AE | 1031 | 1.0 | 1.1210 | 6/30/05 | 5,795.00 | Offset By Document RI 1031 | P | 2008 | IB |
| 19 | 00000 | AE | 1032 | 1.0 | 1.1210 | 6/30/05 | 59.36 | Offset By Document RI 1032 | P | 2008 | IB |
| 20 | 00000 | AE | 1033 | 1.0 | 1.1210 | 6/30/05 | 45.00 | Offset By Document RI 1033 | P | 2008 | IB |

Organized by Transaction

Quick Report - Financials



The Finance Quick Report will automatically do the following:

- Creates Relative Period calculations and if selected a List Calculations
- Adds Parameters: Fiscal Period, Fiscal Year, Company, Business Unit
- Fills in Ledger Type (LT) = AA, additional LT if added while splitting columns, and Object Account range if filled in on the Special tab
- Joins F0902 and if selected the F0901 for COA Cat Codes and the F0006 for BU Cat Codes

Quick Report – Capital Asset Mgmt.

The CAM Quick Report will automatically do the following:

- Relative Period and, depending on selections, Conditional and List Calculations
- Parameters: Fiscal Period, Fiscal Year, Company, Business Unit
- Fills in Ledger Type (LT) = AA, additional LT if added while splitting columns
- Joins F1202 and if selected the F1201 for the Asset Master and the F0006 for BU Cat Codes



Quick Reports Steps



1. Click File, Quick Report, Financials or Capital Asset Management
 - The Quick Reports Wizards from any screen in DAS
2. On the Main tab Name your report and check the appropriate boxes for category codes and Asset Master
 - Checking these boxes indicates that the wizard will complete the necessary joins to include the additional information

Quick Reports Steps



3. Create your columns on the Periods tab by selecting the checkboxes for Fiscal Period, YTD Fiscal Period, etc.
 - If you are creating a Balance Sheet DAS will select YTD Fiscal Period for you
 - You can add additional columns by using 'Compare to previous' – select the duration such as Fiscal Period and the number of months/years/quarters for comparison
 - Customize the headings by changing the 'Caption' field

The screenshot shows the 'Quick Report' dialog box with the 'Periods' tab selected. The title bar says 'Quick Report'. Below the title bar are buttons for 'Ok', 'Cancel', 'Previous', and 'Next'. The main title is 'Income statement' with a dollar sign icon. The 'Main' tab is selected, and the 'Periods' tab is active. The 'Organize by' section has five checkboxes: 'Fiscal period' (checked), 'YTD Fiscal period' (checked), 'Fiscal QTD' (unchecked), 'Fiscal quarter' (unchecked), and 'Fiscal year' (unchecked). The 'Compare to previous' section has a dropdown menu set to '0' and a dropdown menu set to 'Fiscal period'. The 'Caption' section has a dropdown menu set to 'Description and Year'. There is also an unchecked checkbox for 'Split column values by criteria'.

Quick Reports Steps



4. To split your columns into criteria such as Actual to Budget or by Business Unit, check the ☐ Split column values by criteria box
- A new tab called 'Columns' will appear. On this tab fill in Label = the name of your new column such as 'Actual' or 'Budget' and then Criteria = the definition of the column such as LT = AA or LT = BA. Complete rows for each split you would like to occur.

The screenshot shows the 'Quick Report' window for an 'Income statement'. The 'Columns' tab is active, displaying a table for defining column splits. The table has three columns: 'Label', 'Criteria', and 'Row calculation'. A toolbar at the top includes 'Ok', 'Cancel', 'Previous', and 'Next' buttons. A toolbar at the bottom includes 'File', 'Copy Row', 'Insert Row', 'Delete Row', and 'Help' buttons. A text box above the table explains the feature: 'Leave blank for amounts only. If you provide a list below, each amount column will split into the categories below. Use this feature to create side-by-side comparisons such as: Actuals vs. Budgets or Business Unit comparison.'

| Label | Criteria | Row calculation |
|-------|----------|-----------------|
| | | |

Quick Reports Steps




| Label | Criteria | Row calculation |
|-------|----------|-----------------|
| | | |

5. On the Rows tab there are many choices for Row designation, you can choose Asset Group or other options that pull criteria from your JDE setup.
 - You can define your own rows by selecting 'List' under Organize rows by.
 - The List is completely free form definition of the rows of your report.
 - Fill in the Label with the row name, fill in Criteria with the definition of the row such as an object account range and add Row Calculations as needed to complete your list.
- * See additional slides later in this section.

Quick Reports Steps

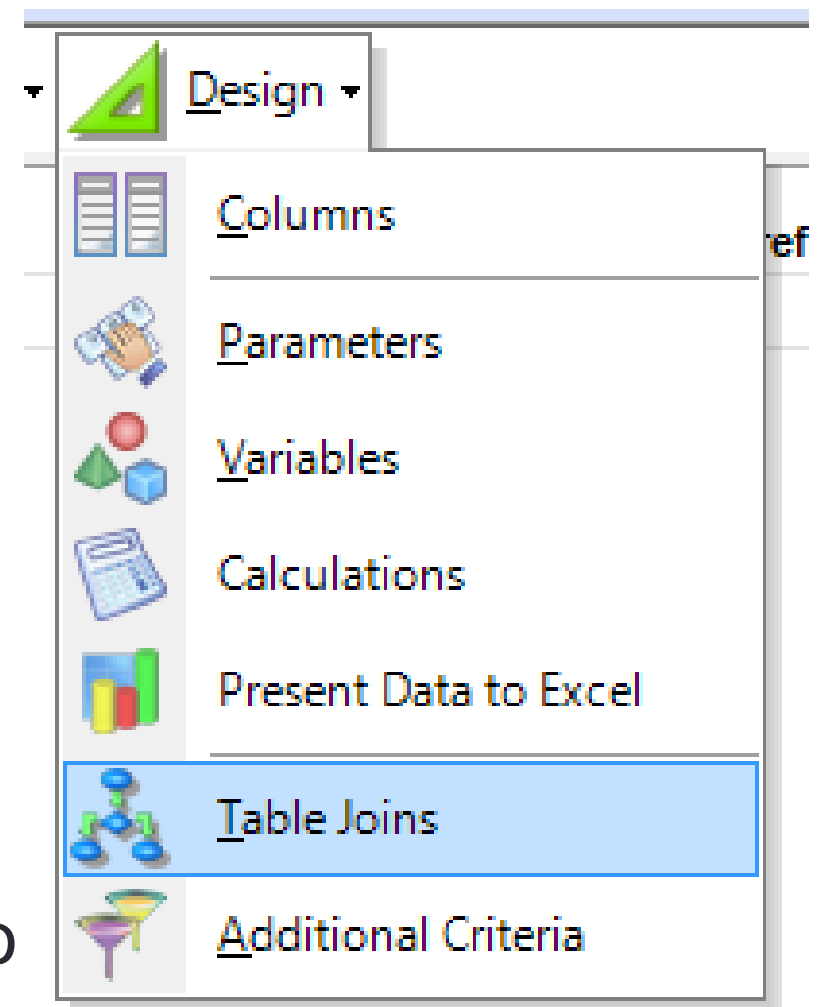


- The Special tab provides options for customizing your report further
- 
- 'Date selection method' defines the parameters that will be created at the top of the report.
 - 'Reverse sign criteria' (only in Financial Quick Report) allows you to define criteria such as a range of object accounts for which you want the report to automatically reverse the sign.
 - 'Add begin balance criteria' allows you to define criteria such as a range of object accounts for which you want the report to automatically bring in the beginning balance; this is common for assets in both the CAM and Financial Quick Reports wizards.
 - 'Limit object accounts to this range' sets the range of Object Accounts for the report and can be found in the filter box for Object Account after the report is generated.
 - 'Exclude zero balances' checkbox creates 'Additional Criteria' in the report excluding all zero balances for that report
 - 'Excel Presentation' checkbox automatically embeds Excel in the report

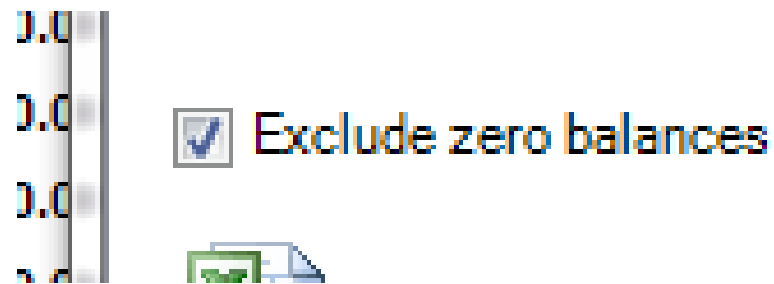
Quick Reports Steps



- You can review your selections on the different tabs and when complete, click OK. Note your report is automatically saved.
 - All of the functionality that you have in other reports is all available with your new report.
 - To add columns return to Design, Table Joins and on the Columns tab check the boxes for the additional fields
 - Edit and add calculations through Design, Calculations
 - Remember the Object Account filter box is automatically filled in if you populated an Object Account range in the wizard.
To edit unhide the Object Account columns.
 - Ledger Type or other criteria will automatically be populated if you provided specific criteria to split the columns. To edit double click the column header and edit in Calculation Editor.



Zero Balances



To Exclude zero balances at the row level, check the box on the Specials tab

Additional Criteria are created with 'Not 0' for all Net Posting columns and the Prior Year Balance column. To view or revise go to Design, Additional Criteria

Define criteria

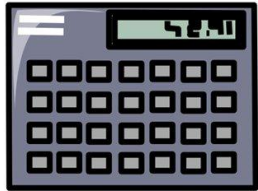
OK Cancel

Copy Row Delete Row

| Field | Criteria |
|----------------|----------|
| Net Posting 01 | Not 0 |
| or | |
| Net Posting 02 | Not 0 |
| or | |
| Net Posting 03 | Not 0 |
| or | |
| Net Posting 04 | Not 0 |
| or | |
| Net Posting 05 | Not 0 |
| or | |

Zero Balances at the Grouped Level

- Highlight all columns to be included in the zero balance criteria
- Right click the column header, select Quick Calculations, Group Summary. This will create a new Group Summary column for each column.
- Verify that the correct summary value is in each Group Summary column, to revise use Design, Calculations
- Highlight all the Group Summary columns, right click the column header, select Quick Calculations, Text, Concatenate
- In the concatenated column, right click in the filter box, select the 0 – 0 combination
- Type an exclamation point in front of the zero combo to create a Not 0 – 0 filter
- Hide the Group Summary and concatenated columns



Relative Period Calculation

The Quick Reports create Relative Period calculations, you can add as many of these calculations as you need.

Edit Calculations for Balance sheet 8/30/2011 in Business Data Local - Balance sheet 8/30

Save Close Save And Close Delete Help Copy

| Type of Calcula... | Column C... | Output T... |
|--------------------|-------------|-------------|
| Relative Pe... | YTD June... | Decimal |

Parameters

Input parameter values

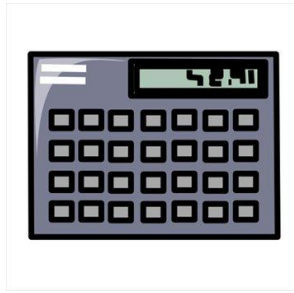
| | |
|----------------------------|----------------------|
| Relative offset | 0 |
| Group periods by | YTD Fiscal Period |
| Company | <Company> |
| Begin Period | <Fiscal Period> |
| Fiscal Year | <Fiscal Year> |
| Date | |
| Dataltem prefix (advanced) | |
| Reverse sign criteria | Obj Acct Between 500 |
| Add begin balance criteria | Click to edit |
| Only rollup if | |

Offset value determined by the 'Group periods by' designation

'Group periods by' designation determines grouping of the fiscal periods – YTD, Year, Quarter, etc.

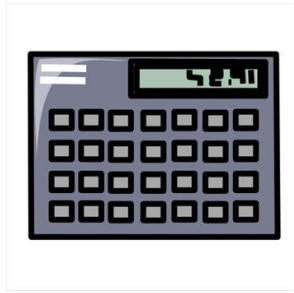
Company, Begin Period and Fiscal Year are dynamically linked to the parameters. Date will only be populated if 'By Date' is chosen during the wizard; the other parameters would then be blank.

Designations for 'Reverse sign criteria', 'Add begin balance criteria' and 'Only rollup if' (a LT for example) are applicable only to this calculation.



List Calculation Facts

- A List Calculation enables you to define rows on your report
- Lists can contain title rows, rows defined by database criteria, blank rows and rows with calculations such as subtotals and totals
- The List can be created through the Quick Reports or simply through the Calculations editor
- Lists do need to be grouped, when ungrouped a list will show an order number concatenated with your description
- Lists can be the highest level of grouping or grouped underneath other layers of your report



List Calculation Options

- Filter database will build the filter at the database (SQL level), a good choice if you have a very small number of objects/items, if you list is long then leave unchecked
- Allow duplicate maps:
if checked, data can be pulled from the same account multiple times in the report
- Guarantee Row is Shown: if not checked the report will hide rows with no data or zero values, note it does hide title and spacer rows
- Smart Collapse Rows: if checked removes the plus sign next to groups that only have one level

The screenshot shows a 'Parameters' dialog box with a tab labeled 'Parameters'. Below the tab is a section titled 'Input parameter values'. It contains a list of parameters with checkboxes:

| Parameter | Value |
|-----------------------|-------------------------------------|
| Filter database | <input type="checkbox"/> |
| Allow duplicate maps | <input checked="" type="checkbox"/> |
| Smart collapse rows | <input checked="" type="checkbox"/> |
| Guarantee Row Is S... | <input checked="" type="checkbox"/> |

Below the list is a 'List' label and a 'Click to edit' button.

SCHEDULING

Scheduler



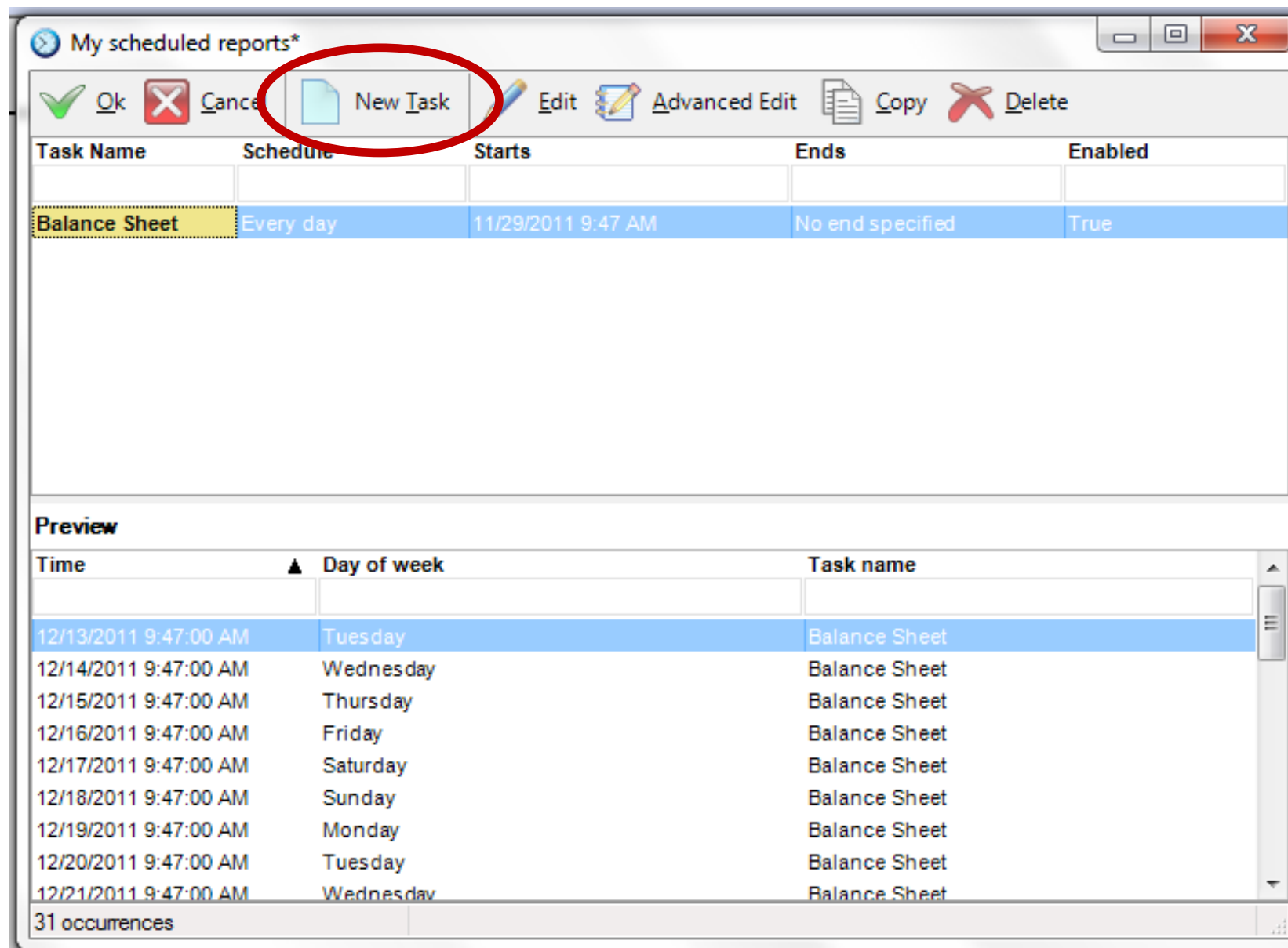
- Scheduler is a separate module in Data Access Studio
- Runs on the server
- Outputs report to email, shared folder, printer
- Can produce group reports to run in a single task
- Can program to run anytime, day, week, month, year, with any repetition
- Can secure PDF output by requiring JDE password login to open the document

Scheduling a Report Steps



Scheduler

• Click Scheduler on the DAS Home Page



- Click New Task on the 'My scheduled reports' window
- To edit a scheduled task, highlight the task & click Edit

Scheduling a Report Steps (cont.)



1. Name the Task
2. Select Reports to include
3. Specify report formats (as many as needed)
4. Detail the destination – Email/Email Provider, Output directory
 - Check the encrypt PDF button to put JDE password on PDF
 - Use Advanced button to override or specify the environment

OK Close

Task name: Balance Sheet ☒ Enabled

Reports to run Schedule

| Type | Name | Based on |
|--------|-------------------------|----------|
| Report | Balance sheet 9/30/2011 | DASVIEW |

Export Presentation as: ☒ Excel ☐ HTML ☒ PDF

Export Data as: ☒ Excel ☐ HTML ☒ PDF ☐ TSV ☐ XML ☐ CSV ☐ Fixed Width

To Destination:

Email:

Email Provider:

Output directory: C:\Users\Elizabeth\Desktop

☒ Encrypt PDF ☒ Append timestamp to filename

Login

Environment: DEMO900

Role: *ALL

Scheduling a Report Steps (cont.)



Note this is similar to creating a recurring appointment in Outlook.

1. Click on Schedule
2. Select Date and Time recurrence
3. Define the start and end ranges of the recurrence
4. Click OK to save Task

Edit Task

OK Close

Task name: Balance Sheet ☒ Enabled

Reports to run **Schedule**

Date recurrence Time recurrence

☒ Day ☒ Every 1 day(s)
☐ Week ☐ Every weekday
☐ Month
☐ Year

Range of recurrence

Start: 11/29/2011 9:47:00 AM

☒ No end date
☐ End after: 10 occurrences
☐ End by: 1/12/2012 3:00:00 PM

Scheduling a Report Steps (cont.)



My scheduled reports*

Ok Cancel **New Task** Edit Advanced Edit Copy Delete

| Task Name | Schedule | Starts | Ends | Enabled |
|---------------|-----------|--------------------|------------------|---------|
| Balance Sheet | Every day | 11/29/2011 9:47 AM | No end specified | True |

Preview

| Time | Day of week | Task name |
|-----------------------|-------------|---------------|
| 12/13/2011 9:47:00 AM | Tuesday | Balance Sheet |
| 12/14/2011 9:47:00 AM | Wednesday | Balance Sheet |
| 12/15/2011 9:47:00 AM | Thursday | Balance Sheet |
| 12/16/2011 9:47:00 AM | Friday | Balance Sheet |
| 12/17/2011 9:47:00 AM | Saturday | Balance Sheet |
| 12/18/2011 9:47:00 AM | Sunday | Balance Sheet |
| 12/19/2011 9:47:00 AM | Monday | Balance Sheet |
| 12/20/2011 9:47:00 AM | Tuesday | Balance Sheet |
| 12/21/2011 9:47:00 AM | Wednesday | Balance Sheet |

31 occurrences

Continue to add New Tasks or highlight a task and click Edit to revise.

To preview the schedule, highlight the Task and the upcoming schedule can be seen in the preview window.

Helpful Scheduling Calculations

Remember your report must be designed to be automatically run on the server. The following calculations are helpful with reports that are automated:

- First Day of Month
- First Day of Year
- Last Day of Month
- Last Day of Year
- Today's Date
- Concatenate
- Date Offset
- Period to Date
- Date to Period

DRILL DOWN

Drill Down

Drill down provides links between information in one table to information in another table. Drill downs support both multiple rows and summary values. There are 3 types of drill down:

- Master file drill downs
- Account Ledger drill downs
- User-defined drill downs

After selecting a drill down the associated detail screen will open in a tiled view so that you can see both the source and the detail information.

Master File Drill Down

For any cell that has a master file behind it like item number you can right-click the cell, chose Drill Down and the master file will open and show you the details for the selected

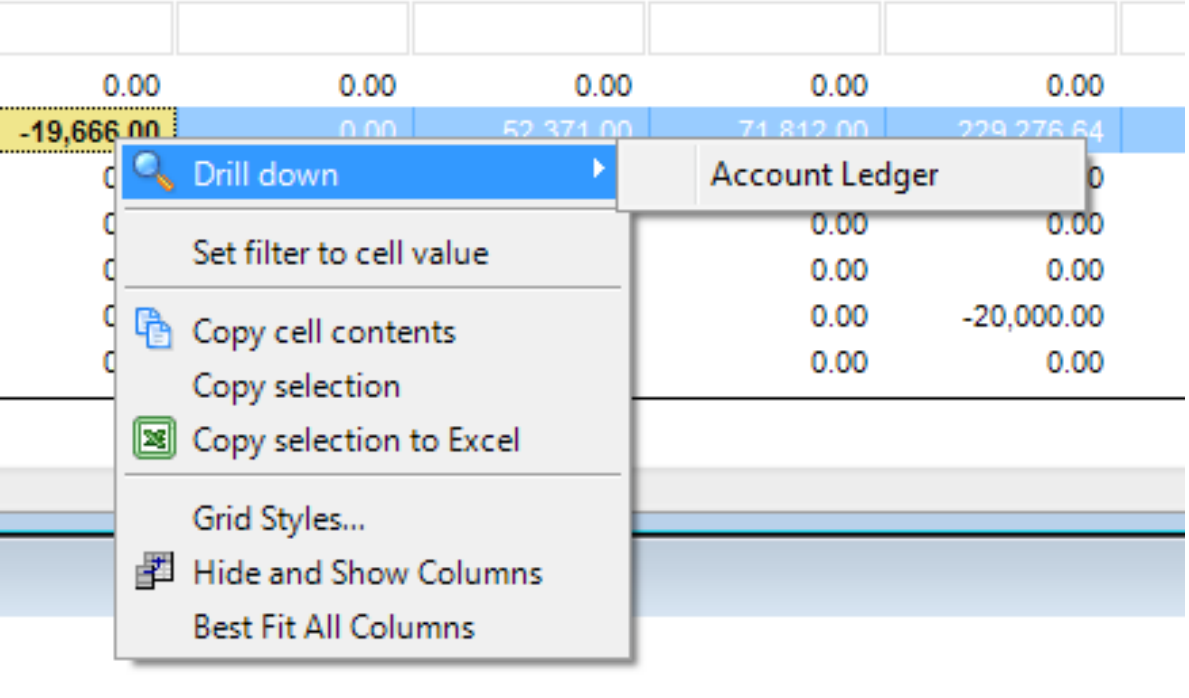
| 4242 | 4242 | 4242 | 6/1/2005 | 6/1/2005 | 6/1/2005 |
|------|------|------|-----------|-----------|-----------|
| 4242 | 4242 | 4242 | 6/1/2005 | 6/1/2005 | 6/1/2005 |
| 4242 | 4242 | 4242 | 6/1/2005 | 6/1/2005 | 6/1/2005 |
| 4242 | 4242 | 4242 | 2/1/2008 | 1/10/2008 | 2/1/2008 |
| 4242 | 4242 | 4242 | 6/15/2009 | 6/15/2008 | 6/15/2008 |
| 4242 | 4242 | 4242 | 6/15/2009 | 6/15/2008 | 6/15/2008 |
| 4242 | 4242 | 4242 | 6/15/2009 | 6/15/2008 | 6/15/2008 |
| 4242 | 4242 | 4242 | 6/15/2009 | 6/15/2008 | 6/15/2008 |
| 4242 | 4242 | 4242 | 6/15/2009 | 6/15/2008 | 6/15/2008 |
| 4242 | 4242 | 4242 | 6/1/2005 | 6/1/2005 | 6/1/2005 |
| 4242 | 4242 | 4242 | 6/1/2005 | 6/1/2005 | 6/1/2005 |
| 4242 | 4242 | 4242 | 6/1/2005 | 6/1/2005 | 6/1/2005 |

Examples:

- Right click on an Address Number – detail from F0101
- Right click on Business Unit – detail from F0006
- Right click on 2nd Item Number – detail from F4101

Account Ledger Drill Down

Drill Down provides detail from the account ledger and show you the transactions and transaction totals for the item you drilled into.



The screenshot shows a right-click context menu over a table. The menu options are: Drill down (highlighted), Set filter to cell value, Copy cell contents, Copy selection, Copy selection to Excel, Grid Styles..., Hide and Show Columns, and Best Fit All Columns. The table has columns: Doc Co, Do Ty, Document Number, G/L Date, JE Line Number, and Line Extens. The data row highlighted in the menu shows values: 0.00, 0.00, 0.00, 0.00, 0.00, and -19,666.00. The 'Account Ledger' window is also visible in the background.

| Doc Co | Do Ty | Document Number | G/L Date | JE Line Number | Line Extens |
|------------|-------|-----------------|-----------|----------------|-------------|
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| -19,666.00 | 0.00 | 52,371.00 | 71,812.00 | 229,276.64 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -20,000.00 |
| 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

- F0902 (GL Balances) to F0911: Right click on an amount
- F4311 (PO Detail) to F0911: Right click on Order Number
- F1202 (Asset Balances) to F0911: Right click on an amount

User Defined Drill Down

You can connect any report to any other report using the Bursting functionality. This allows you to create any row-level drill down necessary.

To do this you need two reports:

- Driver Report
- Target Report



And to create bursting calculation for the individual row.

See bursting section for additional detail.

BURSTING

What is bursting?

Ability to create “versions” of reports by linking two reports together

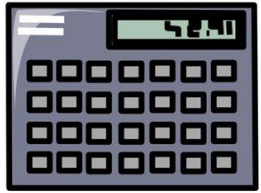
Driver Report

- Defines the list or “versions” of the report that you want to run
- Defines email addresses by row to send (if desired)



Target Report

- Master report you want to run for each row in the Driver Report
- This is the output!



Bursting Calculation

- Bursting is created through the creation of a Burst calculation

| Type of Calculation | Column Caption | Output Type |
|------------------------|--------------------------|-------------|
| Burst | Burst Balance sheet 8... | String |
| Replace | Replace | String |
| Associated Description | Business Unit | String |

Pick Burst as the type of calculation

The Burst on run checkbox can be turned off while developing the burst

As many parameters as you like can be created to feed to the target report

Multiple burst functions can be created; a column will be shown on the report for each one: result status will automatically be created.

Parameters

Input parameter values

Report: Balance sheet 8/30/2011

Burst on run: ☒

Report param... Filter criteria

Business Unit -... Business Unit Column

Specify output types and postprocessing for burst reports

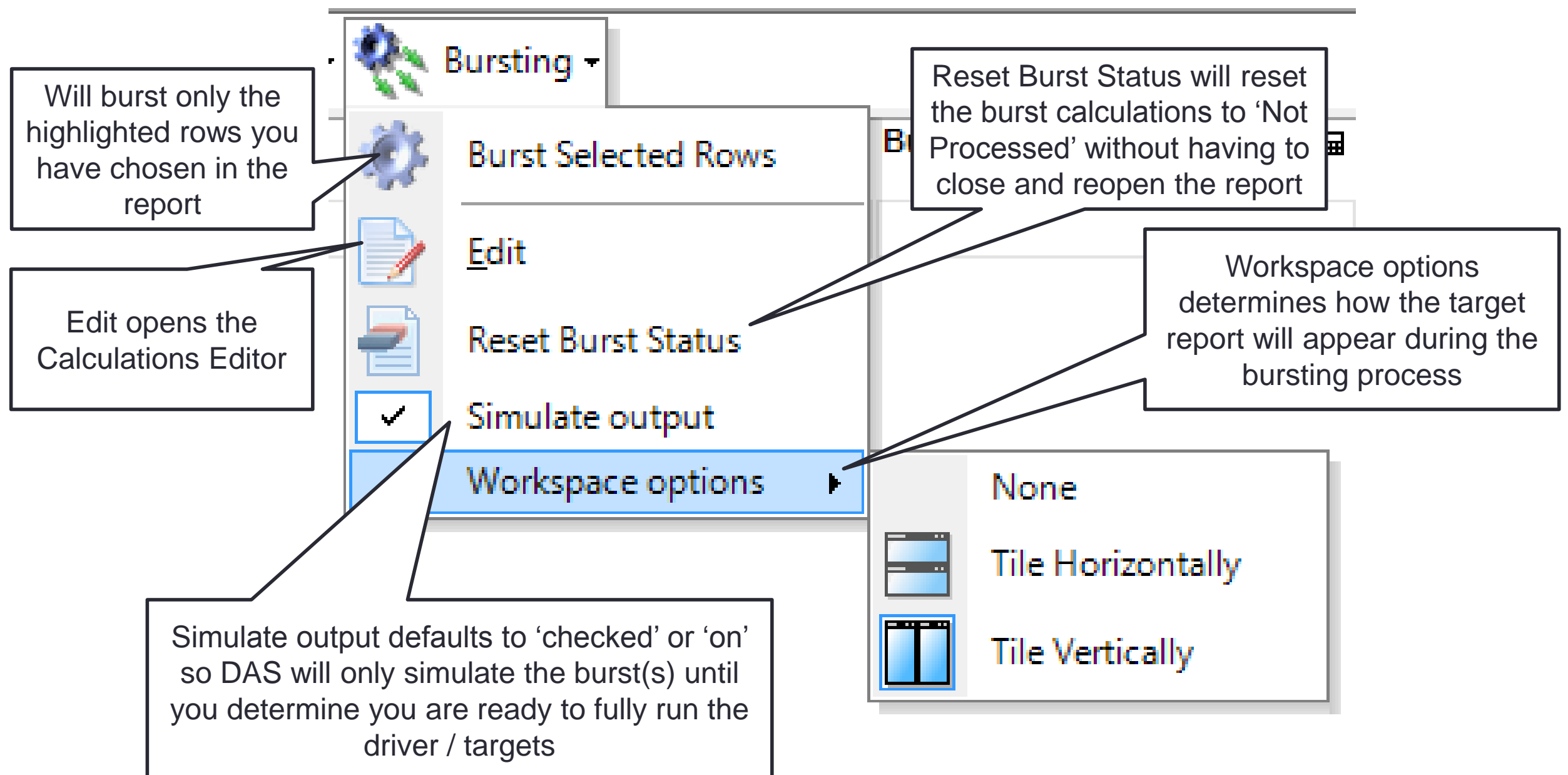
Grid column Output description

Burst Balance sh... Result Status: <STATUS...

t Balance sh... PDF Data copied to C:\Us...

Bursting Menu

Once a Bursting calculation has been created, the Bursting Menu will be visible on the far right of the run bar



Bursting Output Types – Step 1



Burst Output Settings

✓ OK ✗ Cancel

Output not fully specified

Output Type File Destination

Data
Report data

Result Status
Execution results from running report

☐ Excel

☒ HTML

☐ PDF

☐ CSV

☐ TSV

☐ XML

☐ Fixed Width

☐ Result Status

<STATUSCODE> - <STATUS> ...

Select the format that you want for the report output. Remember you can have multiple outputs, you will just need to create an output type for each one.

Bursting Output Types – Step 2



Burst Output Settings

✓ OK ✗ Cancel

Output not fully specified

Output Type File Destination

File Name: <REPORT>_<TIMESTAMP> ...

☐ Zip Compress

☒ Only distribute if not empty ☐ Always distribute

Determine the name of the file when it is distributed. Use the three dots to see options. Use the <TIMESTAMP> to be sure the file name is unique.

Chose whether or not you want the report distributed (posted) if there is no data that is generated.

Bursting Output Types – Step 3



Burst Output Settings

✓ OK ✗ Cancel

Output not fully specified

Output Type | File | Destination

☒ Email ☐ Save to Destination

To:

Subject:

Times New Roman 3 | **B** *I* U | | | Insert Token

Email Provider

Select whether to Email or Save to Destination. Note if you chose email it is best to have pulled emails using the JDE Email calculation or a Replace calculation where you key in associated emails.

Create text for the email distribution of the report. Use Insert Token for dynamic things such as name or business unit.

If Email Provider is blank contact your DAS admin to setup email on the server.

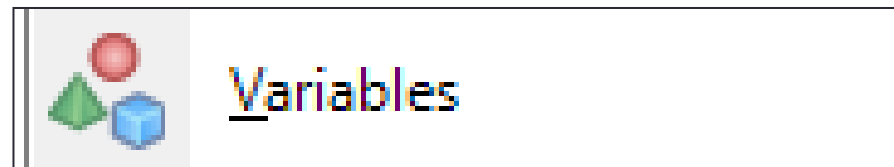
Completing the Burst

- To complete the burst of the entire driver report uncheck the Simulate output option and click Run
- Note if you have unchecked the Burst on Run option within the calculation you will need to recheck that box first
- The driver report will run and complete each burst output one at a time. You will see the target report run either below or to the right depending on your Bursting/Workspace Options settings. Each row/column will provide a status of the burst – example, data simulated, PDF data copied, Email, etc.
- Note if you have grouped your report, it will attempt to run the report for every line, use sorting and calculations such as Group Row Index filtered by '1' to limit the list to individual rows
- For full automation you can schedule the driver report

GLOBAL VARIABLES

What is a Global Variable?

A Global Variable is a section or tool used to complete a translation or process between what the user inputs in parameters and the run of the report.



In other words...

Variables are used to have DAS take what is in the Parameter and calculate a new value to put in the filter box in the grid, a column header or use in another calculation





Creating a Global Variable Steps



- Create Parameters
 - It is also helpful to complete the basic report steps of Hide & Show columns, Associate Description, Save and main calculations
- Click Design, Variables
- Click Edit Calculations
- Create Global Variables the same way as you would create calculations in your report
 - Note that the only 'data' that you have to work with is that which comes from the Parameters or the Today's Date Calculation
- Click Save & Close on the Calculations Editor
- Review Global Variable Output & Click Close
- Link Global Variables into your report through the Filter Assistant (funnel) button on column filters, column headers & in calculations

Date Example - Step 1



| Global Variables | | | |
|---|---|---|---|
|  Close |  Edit Calculations |  Hide and Show Columns |  Refresh |
| Today's Date | First day of month | Last day of month | Concatenation |
| 12/6/2011 | 12/1/2011 | 12/31/2011 | >=12/1/2011:<=12/31/2011 |

In the above example the global variables have been used to pick up the current date and create a date range for the current month by using the First day of month and Last day of month calculations.



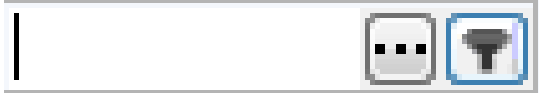
Date Example – Step 2

| nt G/L Date er | JE Line Number | Line Extension | P C | Batch Number | Bth Ty |
|-------------------|-------------------|----------------|-----|-----------------|--------|
| ... | | | | | |
| 5 | 1.0 | | P | 6275 | G |
| 3 | 2.0 | | P | 6275 | G |
| 3 | | | | | |
| 3 | | | | | |
| 3 | | | | | |
| 3 | | | | | |
| 3 | | | | | |
| 3 | | | | | |
| 3 | | | | | |
| 7 | 1.0 | | P | 4401 | Z |
| 7 | 2.0 | | P | 4401 | Z |
| 7 | 3.0 | | P | 4401 | Z |
| 7 | 4.0 | | P | 4401 | Z |
| 1 | 1.0 AE | | P | 6485 | M |
| 5 | 1.0 AE | | P | 5863 | IB |
| 0 | 1.0 AE | | P | 5867 | IB |
| 5 | 1.0 AE | | P | 5868 | IB |

All of the Variables will be available to use as filters from the filter assistant or in calculations. In the example above the G/L Date column will be receive the concatenated date variable for use in the report run.


PERFORMANCE

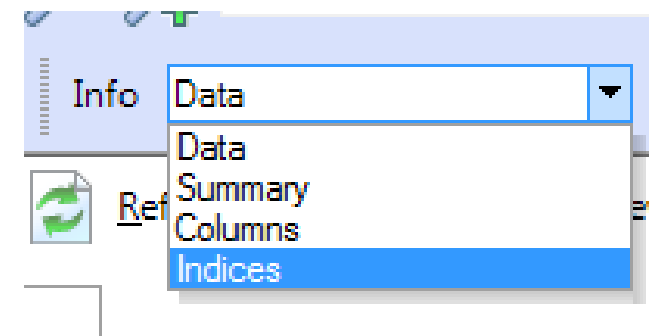
Calculation Best Practice

- Filter on Data Columns, not calculations 
- Delete any calculations that you are not using
- Limit the number of Table Lookup calculations
 - A table lookup locates data from other tables. If this is done excessively, the overall performance of your report may suffer.
- If you are querying against a large table (>1,000,000 rows), filter on at least one database column. Remember, because calculations are derived data, filtering calculations will not result in a smaller set of rows retrieved from the database.

Improving Performance - Indices



- Check the Index 
 - Use the drop down to review available indices and select the one that best matches your query
 - * The index will place the appropriate columns on the left of the grid, prevent them from being moved and place a key symbol on the column
 - Fill in filter values for all keys if possible, start on the left
 - Select the blank value in the drop down box to remove
- To review all indices and the associated fields select indices in the Data drop down, when done reselect Data



Additional Speed Strategies

- Remove the count for the database by selecting Design, Grid styles and then unchecking



- Remove the Grand Totals for the report
- Increase the Bulk Fetch Keys for Table Lookup calculations

Bulk Fetch Keys

10

Literal

ACCESS NON JDE DATA

ODBC Driver vs. JDE Table Creation

ODBC

- No Joins
Unless at database level like SQL
- Table Lookups to JDE
- No Publishing
- ODBC Driver required on each machine accessing data
- Easy to setup
- No data movement

Table Setup

- Joins to JDE Data
- Table Lookups to JDE
- Publishing Capable
- Setup is required and can be complex
- No data movement
- Not affected by upgrades

JDE Table Creation



- Setup tables in external database
- Create views for external database with JDE aliases and table name
- Create table definitions of external table in JDE
- Create JDE data source to connect to the external database
- Add the data source to security table

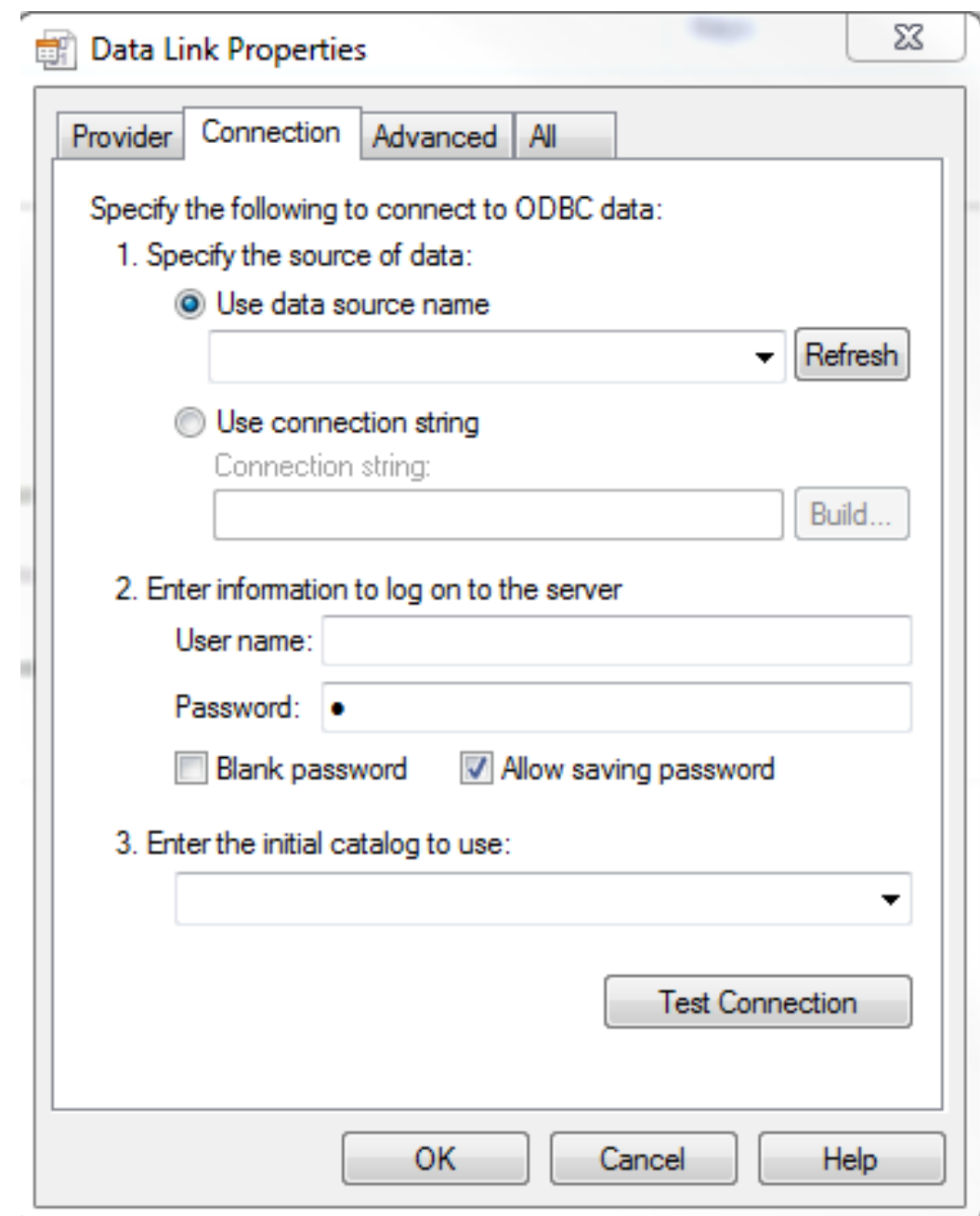


JDE Data

Appears as regular table in DAS and can use table joins and be published



Create a Non-JDE Connection

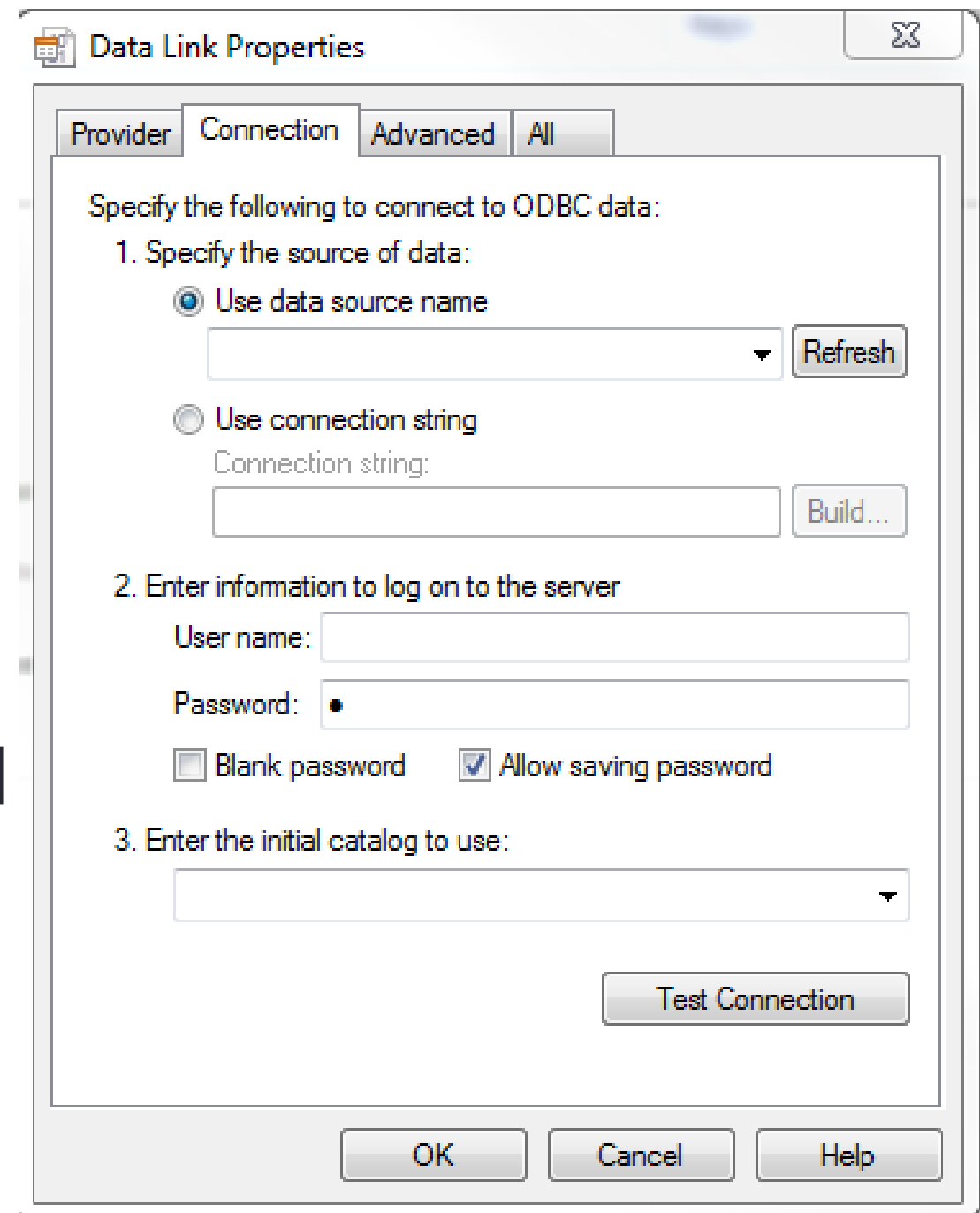
- On the home page click  [Non-JDE Data](#)
- Click  [New Connection](#)
- 'Use data source name' will default and you can select an existing ODBC data source that exists on the machine.
To change ODBC providers switch to the Provider tab.
- Fill in User name and Password if the data source requires it
- Click OK



The image shows the 'Data Link Properties' dialog box, which is used to configure ODBC connections. The dialog has four tabs: 'Provider', 'Connection', 'Advanced', and 'All'. The 'Connection' tab is currently selected. The dialog is titled 'Data Link Properties' and has a close button in the top right corner. The main content area is divided into three sections: 1. 'Specify the following to connect to ODBC data:', which includes a sub-section '1. Specify the source of data:' with two radio buttons: 'Use data source name' (selected) and 'Use connection string'. Below 'Use data source name' is a dropdown menu and a 'Refresh' button. Below 'Use connection string' is a text field for the 'Connection string:' and a 'Build...' button. 2. '2. Enter information to log on to the server', which includes a 'User name:' text field, a 'Password:' text field with a masked password (dots), and two checkboxes: 'Blank password' (unchecked) and 'Allow saving password' (checked). 3. '3. Enter the initial catalog to use:', which includes a dropdown menu. At the bottom right of the main content area is a 'Test Connection' button. At the very bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

Non-JDE Connection to Excel

- On the home page click  [Non-JDE Data](#)
- Click  [New Connection](#)
- 'Use data source name' will default
- From the 'Use data source name' drop down list select 'Excel Files'
- Fill in 'Enter the initial catalog to use:' with the exact path and extension for the file e.g. C:\Temp\Sample_Data.xls
- Click OK

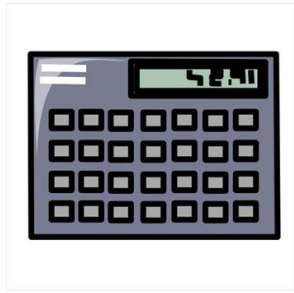


The image shows the 'Data Link Properties' dialog box, which is used to configure a connection to ODBC data. The dialog has four tabs: 'Provider', 'Connection', 'Advanced', and 'All'. The 'Connection' tab is currently selected. The dialog is titled 'Specify the following to connect to ODBC data:' and contains three main sections:

- 1. Specify the source of data:**
 - ☒ Use data source name: A dropdown menu is shown, and a 'Refresh' button is next to it.
 - ☐ Use connection string: A text box labeled 'Connection string:' is shown, with a 'Build...' button next to it.
- 2. Enter information to log on to the server:**
 - User name: A text box.
 - Password: A text box with a masked password (dots).
 - ☐ Blank password ☒ Allow saving password
- 3. Enter the initial catalog to use:**
 - A dropdown menu.

At the bottom right of the dialog is a 'Test Connection' button. At the very bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

MORE CALCULATIONS



Media Objects Calculation

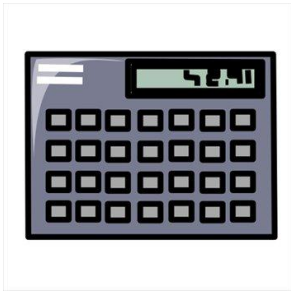
- The Media Object calculation will bring in the selected associated media object text
- Like all calculations a new column is created
- Basic formatting can be done using Design, Grid Styles
- Embed to Excel for more elaborate formatting

| rt | <u>Get Sample Data</u> | <u>Get More Data</u> | <u>Refresh</u> | ! |
|--------------|------------------------|----------------------|----------------|---|
| Order Number | Media Objects | | Or Ty | L |
| 23188 | | | | |

23188 Customer requests order delivery on pallets. SO

23188 Customer requests order delivery on pallets. SO

23188 Customer requests order delivery on pallets. SO



Where are Quick Media Objects?

- The Media Objects Quick menu will be available when you right click on the column header of a field that has associated media object text
- Note all possible options are listed, review for the text wanted


| Media Object | Media Object ID |
|---|------------------|
| Price Adjustment Ledger Media | GT4074 |
| Sales Order Header | GT4201A |
| Sales Order Header | GT4201Z |
| Sales Order Detail | GT4211A |
| Sales Order Detail | GT4211Z |
| Purchase Order Header | GT4301 |
| Purchase Order Header - Change Order | GT4301A |
| Purchase Order Detail | GT4311 |
| Quote Suppliers Entered | GT4330 |
| Requisition Header | GT43E01 |
| Requisition Detail | GT43E11 |
| PO Acknowledgement SRM Comment Attachment | GT43S01 |
| PO Inquiry Comment Attachment | GT43S05 |
| Bid Maintenance Header | GT44H601 |
| Bid Maintenance Detail | GT44H601D |
| Extra Purchase Order Media Object | GT44H711A |
| Equipment Work Order Generic Text | GT4801A |
| F4801 Generic Text | GT4801T |
| Delivery Instructions | GT4829A |
| Delivery Detail Information | GT4829B |
| Contract Text | GT5201A |
| EPM - Recurring Billing | - 15 - GT74U1502 |

Media Object Steps





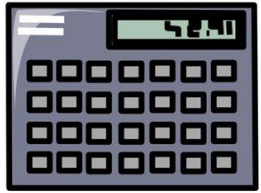
- Locate column for which you want related text
- Right click the column header
- Click Quick Media Objects
- Select appropriate media object
- Work with your new column

Input parameter values

| | | |
|-------------------|---|--|
| Generic Text Name | Sales Order Header - GT4201A | |
| Text Sequence | 0 | |
| Language | | |
| Adjust Row Height | <input checked="" type="checkbox"/> | |
| Only rollup if |  Click to edit | |

Map values to the Generic Text Data structure

|  Generic Text Field |  Filter criteria | |
|--|---|--------|
| Order Number - DOCO | ← Order Number | Column |
| Order Type - DCTO | ← Or Ty | Column |
| Order Company - K... | ← Order Co | Column |



Replace

- The Replace calculation literally takes values in a column and replace with new text in a new column
- This calculation is often used to categorize information that is not already identified in the system

Edit Calculations for Accounts Payable Ledger - F0411 in Business Data Local*

Save Close Save And Close Delete Help Copy Show All Calculations Refresh On Save

| Type of Calculation | Column Caption | Output Type |
|---------------------|----------------|-------------|
| Replace | Replace | String |

Parameters

Input parameter values

Source string: Business Unit

Default Value: Open Literal

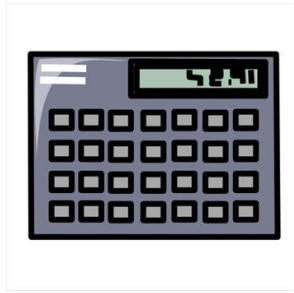
Only rollup if: Click to edit

Specify multiple patterns to replace

| Replace this patt... | With this value | |
|----------------------|-----------------|---------|
| 30;60;90 | West | Literal |
| 10 | East | Literal |
| 120;200 | South | Literal |
| | | Literal |

First fill in the Source String with the column that will be replaced; fill in the Default Value equal to the value to be used if the calculation does not find a match.

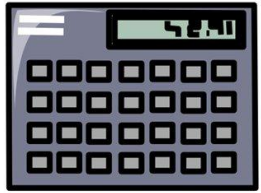
Fill in the values to be replaced in the left column and the new text / value on the right. You can create as many lines as needed.



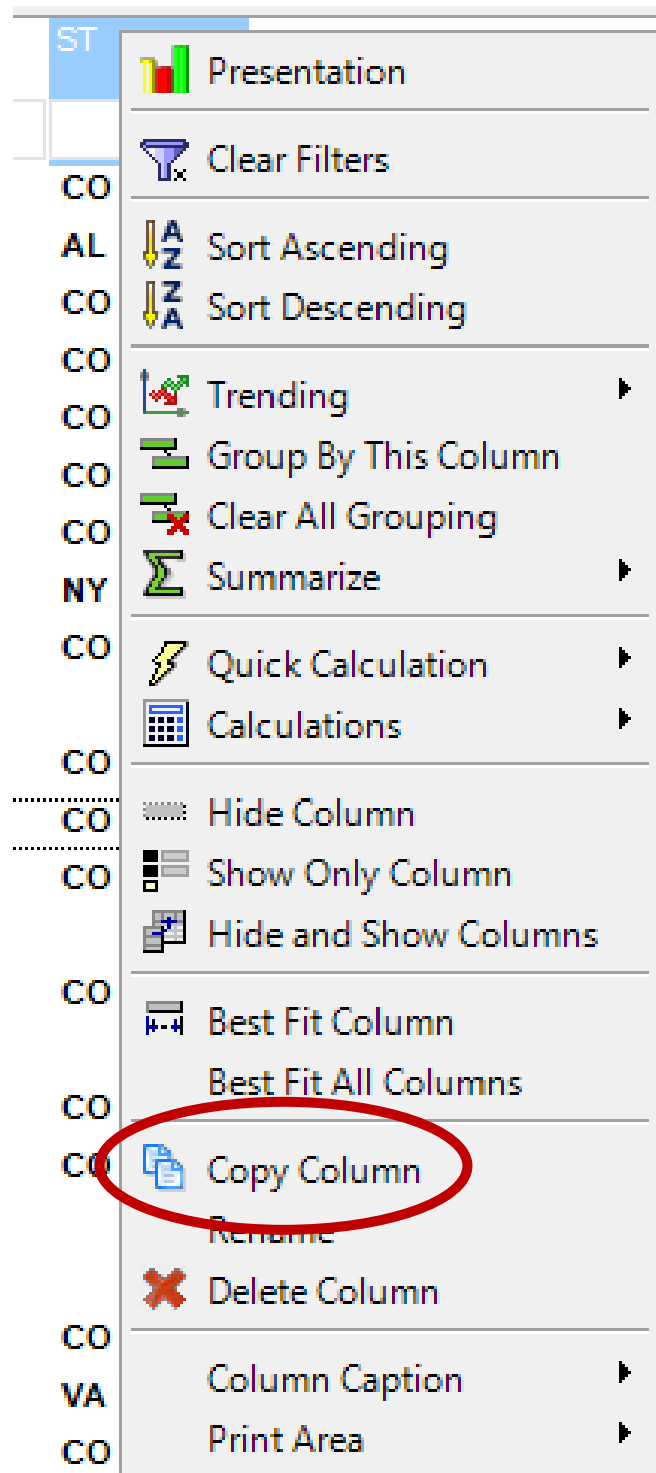
Group Row Index

- The new column created by the Group Row Index counts each row in the group and begins again with 1 when the group changes
- This calculation is useful to eliminate duplicate records, first sort the grouped data for the desired row on the top of the group and filter by 1 to show only one row
- Example below, there is a Group Row Index on the Address Number Description column. The Group Row Index is filtered to 1 to get one line per Address Number. Note we also sorted by Effective Date to get the most recent address.

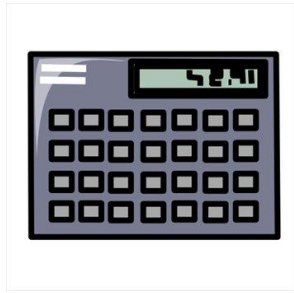
| Address Number | Group Row Index Address Number | Address Line 1 | Postal Code | City | ST |
|--------------------------------|-----------------------------------|-------------------------------|----------------|------------|----|
| Not blank | 1 | | | | |
| + A Project Management Company | 1 | Stanford Office Center, #200 | 80134 | Parker | CO |
| + A&E Job | 1 | 345 Main Street | 65034 | Birmingham | AL |
| + AB Common | 1 | 8055 Tufts Avenue, Suite 1331 | 80237 | Denver | CO |



Copy Column



- Copy column creates an exact copy of the column that is selected
- You can copy a database column but may not filter on both columns (use additional criteria)
- You can copy a calculated column and then edit the new column for a different set of criteria



Period Amounts

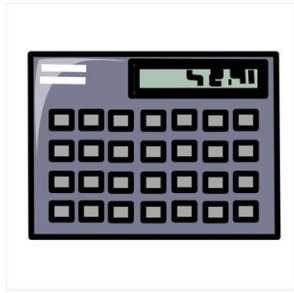
- The Period Amounts calculation sums the period columns in a balances table such as the F0902 or the F1202
- The benefit of this calculation is more flexible than summing columns because the ending period is dynamically input into a parameter
- First create a parameter for the ending period

| | |
|---------------|---|
| Co | 1 |
| Ending Period | 6 |

- Next create the calculation using the ending period parameter

Input parameter values

| | | |
|-----------------------|-----------------|---------|
| Begin Period | 1 | Literal |
| End Period | <Ending Period> | Literal |
| Datitem prefix (ad... | | Literal |
| Only rollup if | Click to edit | |



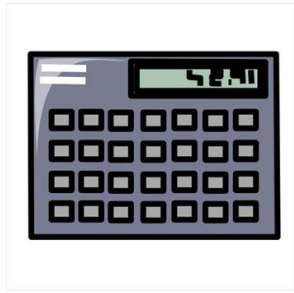
Parent Child

- For parent – child data structures in JDE there is a Parent Child calculation which will organize the data in a hierarchical format
- First create the Associated Descriptions for the parent and child
- Next create the Parent Child calculation, Design, Calculations

| Type of Calculation | Column Caption | Output Type |
|------------------------|------------------------|-------------|
| Parent Child Hierarchy | Parent Child Hierarchy | String |
| Associated Description | Parent Item No | String |
| Associated Description | 2nd Item Number | String |
| | | |


- Fill in Parent column and Child column then the fill in the labels with the associated descriptions

| Parameters | |
|----------------------------|-------------------------------------|
| [-] Input parameter values | |
| Parent column | Parent Item No |
| Child column | 2nd Item Number |
| Parent label | Parent Item No |
| Child label | 2nd Item Number |
| Max tree depth | 10 |
| Show parent detail | <input checked="" type="checkbox"/> |
| Auto format | <input checked="" type="checkbox"/> |
| Start point | |
| Only rollup if | Click to edit |



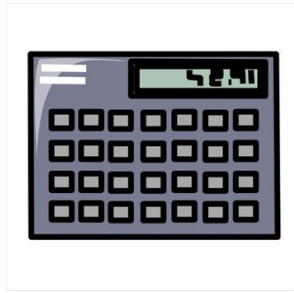
Get short item number

- Purpose of this calculation is to locate the Short Item Number when you only have 2nd Item Number or you want the user to enter 2nd Item Number in the parameter and use the Short Item Number in the report
- Note the next page covers a calculation called Unit Conversion, if you want to use this calculation you need the Short Item Number. If you don't have Short Item Number, do this calculation first!



A red curved arrow points from the '2nd Item Number' input field to the 'Get short item number' calculation box.

| 2nd Item Number | Get short item number |
|-----------------|-----------------------|
| | |
| 210 | 60011 |



Unit Conversion

- The Unit Conversion calculation brings in the unit conversion for each item
- The purpose is to allow you to see a variety of transactions which are input in various units into a single unit
- Note you need to multiply the Qty by the unit conversion to get the converted quantity

| Type of Calculation | Column Caption | Output Type |
|---------------------|-----------------|-------------|
| Unit Conversion | Unit Conversion | Decimal |

| Parameters | |
|------------------------|---------------|
| Input parameter values | |
| Short item number | Short Item No |
| Business unit | |
| Input units | |
| Output units | |
| Only rollup if | |

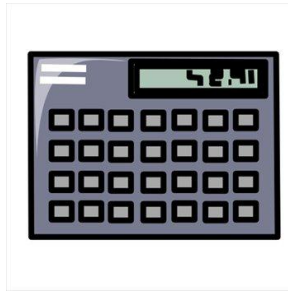
Business Unit only needs to be filled in if your Unit of Measure conversions are designated by BU

Short item number needs to be connected to the Short Item in the table or the calculation 'Get short item number'

Input Units is the source unit of measure coming from the table. If left blank it will use the base UOM.

Output Units is the desired output unit, this can be hard coded or connected to a parameter. .

Click to edit



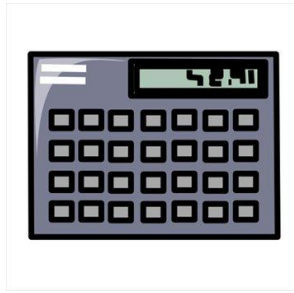
Period to Date Range

Input parameter values

| | | |
|----------------|----------------------|--------|
| Company | <input type="text"/> | Column |
| Period | <input type="text"/> | Column |
| Century | <input type="text"/> | Column |
| Fiscal Year | <input type="text"/> | Column |
| Side | Both | |
| Only rollup if | Click to edit | |

This calculation can allow the user to enter Fiscal Period and Fiscal Year into the parameters for a report over data stored by calendar dates.

- First create the Fiscal Period and Fiscal Year parameters
- Create the Period to Date Range calculation
- Connect the Period and Fiscal Year inputs to the parameters, remember to change Column to Literal
- Connect Company to the Company grid column or fill in with a literal value, if blank DAS will use the default company
- Fill in Century and select the Side of the date range that you want in the output column



Date to Period

- To get the JDE period from a calendar date you can translate using the Date to Period calculation
- It is important to designate the Company if you have alternate fiscal date patterns by company; if left blank the calculation will pick up the default company
- Fill in the Date with the grid column for which you want the JDE period

| Type of Calculation | Column Caption | Output Type |
|---------------------|----------------|-------------|
| Date To Period | Date To Period | Integer |
| | | |

| | |
|------------------------|---------------|
| Parameters | |
| Input parameter values | |
| Company | Co |
| Only rollup if | Click to edit |
| Date Input | |
| Date | G/L Date |